

## DUNS TEW PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting held  
on **Monday 7th August 2023** at 7:30 pm in the Village Hall  
for the transaction of the following business:

**Present:** - Cllr. Stapleton (Chair), Cllr. Jackson, Cllr Semple.

**In attendance:** Ms. Ralfe (Clerk)

Minute Number	Agenda Number	Minute
23.76	1	<b>Apologies for absence:</b> It was RESOLVED that there were no apologies received.
23.77	2	<b>Declarations of Pecuniary Interest and Requests for Dispensation</b> It was RESOLVED that there were no declarations of pecuniary interest.
23.78	3	<b>Minutes of the Last Meeting:</b> It was RESOLVED that the council confirmed the minutes of the Parish Council meeting held on the 3rd July 2023. The Chair signed the minutes.
23.81	4.a	<b>Finance: Payments Due:</b> It was RESOLVED that the payments for the period of July 2023, as listed below, were correct and approved for payment. It was RESOLVED that all invoices/relevant papers were signed and then approved on-line by Cllrs Jackson and Semple.

Agenda Item:	4a	<b>Finance: Payments for the period July 2023:</b>
--------------	----	--

Date	Details	Invoice Number	VAT	Amount
14.7.23	B&H Transport Limited. Tarmac for tennis court surface.	DT 17.	£1,375.00	£8,250.00
15.7.23	Steve Davies. Tennis court resurfacing.	DT 18.	£0.00	£2,000.00
19.7.23	Westcotec. VAS batteries.	14929. DT19	£35.10	£210.60
21.7.23	Avon Road Marking (tennis court line painting).	33342. DT20	£210.38	£1,262.30
31.7.23	ROSPA. Play Area check.	73328. DT21	£20.60	£123.60
31.7.23	NR Prickett. Grass cutting	2006. DT22	£46.00	£276.00
		<b>Total</b>	<b>£1,687.08</b>	<b>£12,122.50</b>

### Payments (Direct Debits) for the period July 2023:

Date	Details	Invoice Number	VAT	Amount
17.7.23	Lloyds Bank Charges	BACS		£3.00

		<b>Total</b>	<b>£0.00</b>	<b>£3.00</b>
--	--	--------------	--------------	--------------

<b>Agenda Item</b>	<b>4.a.</b>	<b>Finance: Income Received in the period July 2023:</b>
--------------------	-------------	--

<b>Date</b>	<b>Details</b>	<b>Reference</b>	<b>Amount</b>
11.07.2023	Cherwell Lottery	BACS	£4.00
		<b>Total</b>	<b>£4.00</b>

<b>Agenda Item.</b>	<b>4.a.</b>	<b>Financial Review: as at 31.7.2023</b>
---------------------	-------------	--

<b>DUNS TEW PARISH COUNCIL</b>		
<b>RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31/3/2024</b>		
<b>2022/2023</b>		<b>2023/24</b>
	<b>RECEIPTS</b>	
£24,000.00	Precept	£12,000.00
£307.60	OCC Grants	307.6
£0.00	Council Tax Grants	£0.00
£233.26	Bottle Bank	£0.00
£0.00	Duns Tew Play Area Grants	£0.00
£564.00	Miscellaneous & Lottery	£17.00
£0.00	VAT Refund	£727.92
£1,104.86	Total other income.	£1,052.52
<b>£25,104.86</b>		<b>£13,052.52</b>

	<b>PAYMENTS</b>	
£7,615.00	Clerk's Salary, Expenses, PAYE & Training	£2,393.00
£399.73	Insurance	£445.62
£1,475.00	Grants (\$137).	£0.00
£574.00	Membership Subscriptions	£55.00
£2,760.00	Grass/Hedge Cutting/Tree & Maintenance	£1,944.00
£96.00	Room Hire	£104.00
£430.00	Auditors	£200.00
£100.00	Elections	£0.00
£253.89	Play Area Equipment, Rent, Inspection & Maintenance.	£0.00
£59.99	Administration. Office equipment & repairs.	£0.00
£35.00	GDPR + Information Commissioner.	£0.00
£414.54	Councillors Training	£0.00
£1,106.16	Dog Bins	£317.46
£111.60	Speeding/Traffic Signs	£0.00
£0.00	Emergency Equipment/Maintenance. Welcome Pack	£127.74
£0.00	Web Site	£0.00
£108.00	Bank Charges	£30.00
£291.00	Mid Cherwell Neighbourhood Plan	£0.00
£473.18	Misc	£0.00
£56.00	Trees	£0.00
<b>£8,744.09</b>	<b>Total Other Payments</b>	<b>£3,223.82</b>
<b>£16,359.09</b>		<b>£5,616.82</b>
£31,225.05	Balance Brought Forward	£39,970.82
£25,104.86	Add Total Receipts	£13,052.52
£56,329.91		£53,023.34
-£16,359.09	Less Total Payments	£5,616.82
<b>£39,970.82</b>	<b>Balance c/f 31.03.2023</b>	<b>£47,406.52</b>
	<b>BALANCES REPRESENTED BY:</b>	
£39,970.82	Unity Bank	£47,406.52
£0.00	Pending Payments	£0.00
<b>£39,970.82</b>	<b>Total</b>	<b>£47,406.52</b>
£0.00	Unpresented Cheques	£0.00
£0.00	Cancelled Cheques	£0.00
£0.00	Unpresented Receipts/ Credit	£0.00
<b>£39,970.82</b>	<b>As at 31/07/2023</b>	<b>£47,406.52</b>
Signed:		
Chairman:		R.F.O.
Date:	7.8.2023	7.8.2023

**Budget vs. Actual Spend (as at 31. July 2023):**

DUNS TEW PARISH COUNCIL	Expenditure	Income	23/24 Budget
<b>EXPENDITURE</b>			
Clerks Expenses	£160.00		-480
Clerks Salary	£2,233.00		-7900
HMRC PAYE	£0.00		-100
Clerks Training	£0.00		-200
Bank Charges	£30.00		-150
Insurance	£445.62		-450
<b>GRANTS</b>			
Community	£0.00		-2000
<b>SUBS</b>			
OALC	£0.00		-180
OPFA	£0.00		-60
SLCC	£0.00		-150
Community First	£55.00		-55
Parish Online/ GeoXphere	£0.00		0
<b>OTHER</b>			
Room Hire	£104.00		-250
Information Commissioner	£0.00		-35
Emergency Equipment	£37.74		-250
Welcome Pack	£90.00		-100
MCNP/Planning	£0.00		-300
Web Site	£0.00		-60
Miscellaneous	£0.00		-507.6
Play Area Maintenance	£0.00		-2000
Play Area Rent	£0.00		-130
Play Area Upgrade	£0.00		-3000
Grass/Hedge Cutting & Maintenance	£1,944.00		-4050
Dog Bins	£317.46		-700
Speeding/Traffic/ Traffic Signs	£0.00		-750
Admin/Office Equipment /Repairs	£0.00		-100
Councillors Training / Travel	£0.00		-200
Auditors	£200.00		-700
Elections	£0.00		-200
GDPR	£0.00		-150
Trees	£0.00		-100
<b>INCOME</b>			
Bottle Bank		£0.00	200
Precept		£12,000.00	24000
New Homes Bonus		£0.00	0
Miscellaneous		£17.00	0
Grants from CDC/OCC		£307.60	307.6
VAT Reclaim		£727.92	800
Play Area Grants		£0.00	0
Allocation from Savings			
	£5,616.82	£13,052.52	£0.00

The Meeting finished at 19:58 pm.

Signed by Chairman.....