1.

2. RFO report (CT)

2.1. October has been a fairly quiet month. The usual payments for grass cutting, cemetery maintenance and ancillary items from Groves have been received. Margaret Rickets has invested in a new hi-vis coat, and Kingham Garden Services, KGS have trimmed the willows along Littlestock Brook and used them to plant a willow hedge around the rough area at the burial ground. Two new set of defib pads have been ordered and supplied to David vd Poll. SCAS have informed us that the defib at the dentist has been used so two more sets of pads will be needed. I have found a supplier that provides pads suitable for both junior and senior use and are slightly cheaper than those ordered before.

£716.28 of VAT has been claimed for the Q2 period, and at the 1st November the balances are Business Acc = £48,529.83 and Money Manager Acc = £35,584.96 with interest of £379.79.

2.2. Acceptance of October income, expenditure and summary – see attached summary

2.3. For approval:

2.3.1. S137 Terms of reference based on CT's original document with contributions added – see attached

2.3.2. Updated Planning Terms of Reference to include NP details – see attached

2.3.3. Asset register showing an updated list of assets (and questions) and an updated Inventory. Items over £300 are listed on the Asset Register and under £300, but over £50, on the Inventory although values are not listed on the Inventory – see attached

2.4. For review – FOI Publication Scheme. The Freedom of Information Publication Scheme was something raised by the auditor and is a legal requirement for all public bodies. Guidelines and template documents have been issued by the ICO, Information Commissioner's Office, which CT has followed. There are seven general headings in the scheme and the FoIPS document lists them. This is a first draft out for discussion so that a final document can be approved at our January 2024 PC meeting. Along with our TofRs it is a document that needs updating and approval annually and will be filed with our TofR on the website – see attached