

AGENDA PACK
Meeting of Bladon Parish Council
13th March 2025

Agenda Item	Description
Item 4	Draft Minutes for the 13 th of February 2025
Item 7	Finance Report
Item 8	Risk Assessment
Item 9	Standing Orders
Item 10	Internal Auditor Letter of Engagement
Item 12	Quotes for Consideration
Item 13	Village Maintenance Contract
Item 14	Cemetery Fees 2025'26
Item 18	Oxford Greenways Consultation

BLADON PARISH COUNCIL

Minutes of the Extraordinary Meeting of Bladon Parish Council held on Thursday 13th February 2025 at The Church Room, Church Street, Bladon at 7.30 pm

Present:

Councillors Mrs S Richmond (Chair), Mr F Assandri, Rev. C Fletcher and Mrs A Tibble

Clerk Mrs K Howe **District & County Councillors WODC Cllrs Cooper & Poskitt**

Members of the Public OCC Cllr Graham

135/24	1 - To receive apologies for absence Apologies were received from Cllr Vine
136/24	2 - To receive declarations of interest for items on the agenda No interests declared
137/24	3 - Public Participation/Forum There were no members of the public present
138/24	4 - To approve the minutes for the Council meetings held on: - a) 9 th January 2025 b) 16 th January 2025 It was agreed unanimously that the minutes of the 9 th and 16 th of January 2025 be approved as a true and correct record of the Council and they were duly signed by the Chair
139/24	5 - To receive reports from members of West Oxfordshire District Council and Oxfordshire County Council Both reports were circulated before the meeting. There were no questions asked about the reports. Cllr Graham informed the meeting: - • OCC had approved next year's budget • LCWIP is moving forward and now includes Combe • OCC response to CDC Local Plan Review had been signed off and included OCC concerns regarding the Woodstock site During the item, Cllr Fletcher commented on the new bund being built near Eagle Lodge, and Cllr Graham said that it will help mitigate some of the impact of flooding to the nearby properties. Cllr Fletcher also said that Bladon's MP was pursuing the issue with the sewage problem. During the item, it was agreed to bring Item 13 up the agenda
140/24	13 - To receive an update on the Blenheim Liaison Meeting Cllr Fletcher provided an update on the recent meeting which included: - • There are fewer events this year and the Game Fair will be back in 2026 • The issue about lorries entering via Blenheim Gate was raised and Blenheim offered to take forward the suggestion to check-in lorries further into the grounds • The ownership of the damaged wall on Park Lane needs to be checked

	- It was pointed out that within the ground there are 2 speed limits, 15mph and 20mph, and Blenheim agreed this was not ideal and will consider changing the limit to 15mph - These would be regular meetings going forward The discussion then moved onto the Game Fair traffic management plan and Cllr Graham was asked if it took into account the setting up and taking down of the event. The Clerk was asked to email Cllr Graham with the question. Cllr Assandri asked if Blenheim could be restricted on the number of events that they have due to the high level of traffic they attract and the damage this is causing to the roads. Cllr Graham was not sure if this was possible. The meeting was also informed that the work had started on the extended permissive path, which comes out at Bladon Gate and restarts near Eagle Lodge. At the end of this item, it was agreed to bring forward Items 10, 11, 12 & 14
141/24	10 - To consider approving the response to Cherwell Local Plan Review 2042 consultation The draft response was circulated before the meeting. It was suggested that more details regarding the ICOS previous comments should be included, and also if possible, refer to OCC and WODC recent response. Decision It was agreed unanimously to approve the Clerk to edit the response to include the additional points raised and for the revised response to the Cherwell Local Plan Review 2042 to be submitted to Cherwell District Council.
142/24	11 - To consider approving the relevant representation to be included when BPC register as a third party for the Botley West Solar Farm Examination The draft response was circulated before the meeting. It was suggested to add additional wording regarding the recreation ground being the only public open space in the village and also wording regarding Sir Winston Churchill's grave. Decision It was agreed unanimously to approve the Clerk to edit the response to include the additional points raised and for the revised relevant representation to be submitted to Planning Inspector when the Council register as a third party for the Botley West Solar Farm Examination.
143/24	12 - To receive an update on Botley Solar Farm and agree on any actions Cllr Fletcher provided an update. - The steering group had met several times and includes representatives from Cassington, Cumnor, Wotton, Begbroke, Bladon and Hanborough and is also attended by OCC and DC officers. Cllr Fletcher and the Clerk are representing Bladon on the Steering Group. - A meeting has taken place with PDVP and they would like to have the community benefit signed off so that it can be presented to the inspector. - The current offer is £200,000 p/a index linked and PDVP have been given the message that it needs to be increased considerably - Any agreement needs to make sure that anyone who takes on the scheme is tied into providing the contribution. - PDVP have been speaking with Low Carbon Oxford and others.

- In addition to the steering group, there is a reference group (which the steering group reports to) that consists of the 16 parishes that are affected by the solar farm.
- The issue on how to divide the community benefit is complex and the group are looking into how this can be done. There are areas with many panels but a low number of residents, and areas with high population but not many panels.

Cllr Assandri informed the meeting that the airport has concerns with the solar farm as it might interfere with the landing of planes and also increase the risk of bird strike.

The Clerk advised the Councillors that a resident had asked if any Councillor would be available to attend WODC Planning Committee on 24th February to speak on behalf of the residents. Unfortunately, due to the timing of the meeting, no Councillors would be available to attend.

Cllr Fletcher informed the meeting that the Clerk has been asked to draft the Steering Group's relevant representation regarding community benefit, and the Council agreed that this could be done in her contracted hours for Bladon Council.

144/24	14 - To receive an update on the Oxford Airport Consultative Committee (ACC) Meeting
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Cllr Assandri provided an update on the recent meeting which included: -

- The airport has commented on the solar farm and other developments in the area
- Helicopter movements are up by 5%
- Residents are encouraged to flag/report planes over the village to the airport. There is an app that can be used and the information can be emailed to the airport.

Cllr Assandri offered to draft a template that can be used to inform the airport and it was agreed that it would be made available on the council's website.

It was mentioned that Blenheim do not have a representative at the meeting and the Clerk was asked to contact the airport to ask them to include an invite to Blenheim.

145/24 | 6 - Finance

a) To approve payments due

The payments list was circulated prior to the meeting, and the clerk asked to include an additional item to be paid. The item was to refund the Clerk £23.59 for printer ink.

Proposed Cllr Fletcher

Seconded Cllr Richmond

Decision

It was **agreed** unanimously to **approve** the payments in the table below: -

Payee	Description	Amount to be Paid	Cost to Council	VAT to be reclaimed
Shield Maintenance	Inv 8486 Monthly litter bin emptying (Jan)	£64.99	£54.16	£10.83
No Butts Bin Co. Ltd	Inv 4330301 – Bench for Bus Shelter	£180.00	£150.00	£30.00
K Howe	Reclaim Expenses – Argos Printer Ink	£23.59	£19.66	£3.93
Acorn Fencing	Inv 242542 – Shed Base	£1,072.00	£894.00	£178.80

b) To note the re-occurring payments and payments made under delegated powers between 1st January and 31st January 2025

	The payments in the table below were noted: - Re-Occurring Payments Made Between 1st January and 31st January 2025 <table><tr><th>Payee</th><th>Description</th><th>Amount to be Paid</th><th>Cost to Council</th><th>VAT to be reclaimed</th></tr><tr><td>K Howe</td><td>Salary Jan</td><td>£1,475.46</td><td>£1,475.46</td><td>n/a</td></tr><tr><td>Oxfordshire CC</td><td>LGPS Jan</td><td>£467.21</td><td>£467.21</td><td>n/a</td></tr><tr><td>HMRC</td><td>Qrt 3 PAYE</td><td>£1,219.20</td><td>£1,219.20</td><td>n/a</td></tr><tr><td>Unity Trust Bank</td><td>Service Charge</td><td>£7.20</td><td>£7.20</td><td>n/a</td></tr></table> c) To note the income received up to 31st January 2025 The income in the table below was noted Income Received up to 31st January 2025 <table><tr><td>Oxfordshire CC</td><td>OCC Priority Fund – Contribution to Green Improvements</td><td>£500.00</td></tr></table> d) To note the Budget Monitoring report for January 2025 The budget monitoring report (see Annex A) was circulated before the meeting. The report was noted.	Payee	Description	Amount to be Paid	Cost to Council	VAT to be reclaimed	K Howe	Salary Jan	£1,475.46	£1,475.46	n/a	Oxfordshire CC	LGPS Jan	£467.21	£467.21	n/a	HMRC	Qrt 3 PAYE	£1,219.20	£1,219.20	n/a	Unity Trust Bank	Service Charge	£7.20	£7.20	n/a	Oxfordshire CC	OCC Priority Fund – Contribution to Green Improvements	£500.00
Payee	Description	Amount to be Paid	Cost to Council	VAT to be reclaimed																									
K Howe	Salary Jan	£1,475.46	£1,475.46	n/a																									
Oxfordshire CC	LGPS Jan	£467.21	£467.21	n/a																									
HMRC	Qrt 3 PAYE	£1,219.20	£1,219.20	n/a																									
Unity Trust Bank	Service Charge	£7.20	£7.20	n/a																									
Oxfordshire CC	OCC Priority Fund – Contribution to Green Improvements	£500.00																											
146/24	7 -Mobile Phone a) To approve the purchase of Lebra sim (no contract) at an on-going cost of £5 per month inc. VAT until cancelled Decision It was agreed unanimously to approve the purchase of a Lebra sim at an ongoing cost of £5 per month inc. VAT until cancelled b) To approve recurring monthly repayment to the Clerk of the cost of the sim once purchased Decision It was agreed unanimously to approve recurring monthly repayment to the Clerk of the cost of the sim once purchased c) To approve the purchase of a SIM Free Samsung Galaxy A16 4G 128GB Mobile Phone at a cost of £169.99 inc. VAT Decision It was agreed unanimously to approve the purchase of a SIM Free Samsung Galaxy A16 4G 128GB Mobile Phone at a cost of £169.99 inc. VAT d) To approve the repayment to the Clerk of the cost of the above mobile once purchased Decision It was agreed unanimously to approve the repayment to the Clerk of the cost of the above mobile once purchased																												
147/24	8 - To consider approving membership to the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £100 p/a Decision It was agreed unanimously to approve the membership to the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £100 p/a																												

147/24	9 - To receive an update on the village green borders, confirm the project budget and to consider approving the quote from Bunkers Hill for the supply of plants and trees for the project. The Clerk informed the meeting that a contribution of £500 had been received from OCC towards the project. Clerk also informed the meeting that it did not appear possible to arrange for volunteers to carry out the work needed and that quotes were being requested to clear and replant the borders. The Council were asked to confirm the budget for the project and to approve the quote for the supply of plants. Decision It was agreed unanimously to approve a budget of £1,000 to be funded from the projects budget of which £500 will be offset by the OCC contribution. Decision It was agreed unanimously to approve the quote of £370.50 from Bunkers Hill Nursery for the plants and trees for the project.
148/24	15 - To receive an update from the Clerk on current workload/projects A report on the Clerk's current workload/projects was circulated before the meeting and noted.
149/24	16 - To raise matters for discussion without decision, or items for the next meeting. No matters raised
150/24	Meeting Closed at 8.53pm

Draft Minutes of the Meeting of Bladon Parish Council held on Thursday 13th February 2025

BLADON PARISH COUNCIL

Financial Year Ending 31 March 2025

	Revised Budget	Spend as at 31st January 2025	Forecasted Spend February to March	Total Spend	Variance	Comments
	£	£	£	£	£	
Expenditure						
Staff Expenditure						
Basic Pay	16,466	13,385	2,903	16,287	- 179	
National Insurance	1,017	885	239	1,124	- 107	
Pension	3,573	2,904	630	3,535	- 38	
PAYE	-	14	- 14	0	0	
Staff Pay	21,056	17,188	3,758	20,946	- 110	FC includes backdated pay award due to be paid end of Feb
Mileage	100	-	-	-	- 100	
Home Working Allowance	312	-	-	-	- 312	
Training	300	55	200	255	- 45	
Staff Other Costs	712	55	200	255	- 457	
Total Staff Expenditure	21,768	17,243	3,958	21,201	- 567	
General Expenditure						
Equipment	300	-	180	180	- 120	FC is for mobile and monthly SIM
Accounting Software	381	346	-	346	- 35	
Subscriptions & Software Other	373	120	-	120	- 253	Cost is Office 365 & Mapping Software
Website Domain & Hosting	319	100	200	300	- 19	Underspend due to domain costs not due until Oct 25
Website Other	-	100	-	100	- 100	Website support
ICT Costs	1,373	666	380	1,046	- 327	
Room Hire	520	525	-	525	- 5	Payment covers hire to June 2025
Printing Costs	228	101	50	151	- 77	Based on 1 more set of ink cartridges
Memberships	171	448	-	448	- 277	OALC, SLCC, ICO and OPFA
Councillor Training	300	-	-	-	- 300	
Newsletter	150	-	-	-	- 150	
Donations	2,850	100	2,750	2,850	-	FC is grant towards works at community pub
General Expenses	-	177	-	177	- 177	Arnold-Baker Book
Admin & Other Costs	4,219	1,350	2,800	4,150	- 69	
Audit	506	565	-	565	- 59	Internal & External Auditor
Payroll	158	139	-	139	- 19	
Insurance	2,134	1,943	-	1,943	- 191	
Other	158	61	20	81	- 77	FC is bank charges for 2 more months
Legal & Professional Services Costs	2,956	2,708	20	2,728	- 228	
Total General Expenditure	8,548	4,724	3,200	7,924	- 624	

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Maintenance Expenditure						
Green Waste Disposal	50	50	-	50	-	
CM - Grass & Hedge Maintenance	1,397	1,550	-	1,550	153	Additional costs was for the maintenance of the borders & additional cuts
CM - Weed & Pest Control	-	-	-	-	-	
CM - Replacement Plants, Trees etc	-	25	-	25	25	New Sign for cemetery
Path Maintenance	-	-	-	-	-	
CM - Repairs	-	-	-	-	-	
CM - Unallocated	-	-	-	-	-	
Cemetery Maintenance	1,447	1,625	-	1,625	178	
VM - Grass & Hedge Maintenance	1,534	1,210	-	1,210	- 324	Additional cost of £100 war memorial meadow & additional cuts
VM - Other Maintenance	-	-	-	-	-	
VM - Winter Prep	-	-	-	-	-	
Litter Bins Emptying & Collection	2,394	1,570	108	1,679	- 715	FC based on 6mnts at £54.16 p/m (Feb-Mar)
VM - Defib	-	926	-	926	- 926	Cost is replacement defib
VM - Repairs	748	-	-	-	- 748	
Village Maintenance	4,676	3,706	108	3,814	- 862	
RG - Grass & Hedge Maintenance	4,081	4,590	-	4,590	509	Additional cost for cutting meadow and additional cuts
RG - Weed & Pest Control	1,043	728	-	728	- 315	
Litter Bins Emptying etc	-	-	-	-	-	
General Repairs & Maintenance	-	127	-	127	127	Sports day lane marking £90 and new signage
Play Equipment Maintenance & Repairs	2,000	1,743	-	1,743	- 258	Playground and green gym repairs/maintenance
MUGA Maintenance & Repairs	1,000	445	-	445	- 555	Repairs to MUGA Goals
Rent	10	10	-	10	-	
Safety Inspections	349	316	-	316	- 33	
Recreation Ground Maintenance	8,483	7,958	-	7,958	- 525	
Total Maintenance Expenditure	14,606	13,289	108	13,397	- 1,209	
Project Related Expenditure (The budgets for most of these projects are from the reserves or funded by grants)						
Shading Improvements	6,250	6,272	-	6,272	22	£6,250 pergolas & £22 shade netting
Woodchip Top Up	5,920	1,086	3,500	4,586	- 1,334	FC is 12 more pallets of woodchip + labour
Shed Replacement	2,000	-	2,344	2,344	344	FC is labour to install 1 base + 2 sheds and labour to install
Projects	7,428	-	1,430	1,430	- 5,998	FC Bench for Bus Shelter + install £430 and £1000 for Village green
Village Projects	21,598	7,358	7,274	14,632	- 6,966	
Total Project Expenditure	21,598	7,358	7,274	14,632	- 6,966	
Total Expenditure	66,520	42,614	14,541	57,155	- 9,365	(-) underspend or (+) overspend against budget

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Income						
Precept	50,000	50,000		50,000	-	
Cemetery Fees	-	795	326	1,121	- 1,121	Outstanding Invoices
Contribution from 3rd Parties	-	840		840	- 840	Towards Rec Meadow Cutting & £500 received from OCC Priority Fund
Rental	-	-	-	-	-	
Bank Interest	-	517	-	517	- 517	
S106	-	395	-	395	- 395	Repayment of unused S106
Total Income	50,000	51,757	326	52,083	- 2,083	(-) overachievement or (+) underachievement against budget
					-11,448.49	Estimated underspend

Reserves Balances as at 31st October 2024			
	Opening Balance	Movements Moved to Budget	Current Balance
General Reserves	28,030.13	- 2,350.00	25,680.13
Notice Boards	5,000.00		5,000.00
Recreation Ground - Shading	6,250.00	- 6,250.00	-
Recreation Ground - Shed Replacement	2,000.00	- 2,000.00	-
Recreation Ground - Maintenance/Improvements	35,000.00	- 5,920.00	29,080.00
Defibrillator - Replacement/Maintenance	500.00		500.00
Assets - Replacement/Repairs	5,000.00		5,000.00
Transport/Highway related projects	5,000.00		5,000.00
Professional Fees	2,000.00		2,000.00
Staff - Emergency Cover	2,500.00		2,500.00
Totals	91,280.13	- 16,520.00	74,760.13

Financial Report for 13th March 2025 Meeting

Payments to be Approved at the Meeting to be held 13th February 2025

Payee	Description	Amount to be Paid	Cost to Council	Vat to be reclaimed
Shield Maintenance	Inv 8607 Monthly litter bin emptying (Feb)	£64.99	£54.16	£10.83
K Howe	Repay Green Waste Licence	£52.50	£52.50	£0.00

Payments to be Noted at Meeting

Re-Occurring Payments Made Between 1st February and 28th February 2025

Payee	Description	Amount to be Paid	Cost to Council	Vat to be reclaimed
K Howe	Salary Feb (including backdated pay award)	£1,386.48	£1,386.48	n/a
Oxfordshire CC	LGPS Feb	£431.38	£431.38	n/a
Unity Trust Bank	Service Charge	£7.20	£7.20	n/a

Income to be Noted at Meeting

Income Received upto 28th February 2025

Jerrams Ltd	Burial Fees Inv 2024/25 CEM06	£326.00
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BLADON PARISH COUNCIL RISK ASSESSMENT MARCH 2025

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
A.	ASSETS					
1.	Relevant to All Assets in this Section					
i	Personal Injury to children or other members of the public	- Claim against council for compensation - Possible closure of facilities - Council reputation at risk	1	3	3	Minimise risk by: - - Ensuring regular maintenance of all equipment and facilities; - Monthly or depending on asset regular inspections by Clerk with faults recorded in an incident log for action. - Where appropriate, an annual RoSPA inspection - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ii	No insurance cover for legal liability	Additional cost of claims against the council not covered by insurance	1	1	1	- Insurance coverage in force inc. Public Liability - Level of insurance reviewed as part of the annual renewal.
iii	Actions in the incident log not actioned	- Increased risk of personal injury - Facilities out of commission longer than acceptable - Council reputation at risk	1	1	1	Incident log to be shared with councillors and reviewed at each meeting
2.	Recreation Ground					
i	Damage to or defects emerging in Muga	- Risk of personal injury - Claim against Council - Out of commission - Unusable until repaired - Additional costs for repairs	1	3	3	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Ad hoc faults also reported to Clerk by School throughout year. - Annual RoSPA inspection. - Repairs reported to PC at meeting. - Regular sweeps by EnTout Cas. - Regular weed control sprays. - Signs erected re footwear and safe use. - Surface under guarantee. - Insurance in place inc. public liability. Level of insurance reviewed as part of the annual renewal.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
ii	Damage to or defects emerging in playground equipment	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	3	3	• Monthly inspections by Clerk with faults recorded in an incident log for action. Inspections in line with Playdale inspection reports. • Ad hoc faults also reported to Clerk by members of the public and councillors throughout year. • Woodchip surface weeded and raked over at least monthly, to ensure all equipment has adequate safety surface beneath. • Annual RoSPA inspection. • Proposed annual inspection by Playdale (equipment provider). • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iii	Damage to the toe boards around the Petanque pitch	• Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iv	Defects in the equipment in the outdoor multi-Gym	• Risk of personal injury • Claim against Council • Individual pieces of equipment out of commission • Unusable until repaired • Additional costs for repairs	1	1	1	• Monthly inspections by Clerk with faults recorded in an incident log for action. • Annual RoSPA inspection • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
v	Outdoor multi-Gym used by under 14 year olds	• Risk of personal injury • Claim against Council	1	2	2	• Signage erected indicating age restriction. • Clear delineation from children's play area. • Clarification given to Bladon Primary School re age restriction. • Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
vi	Damage to wildflower meadow and/or orchard	• Spoil the enjoyment of the facility • Additional cost to reinstate planting	1	1	1	• Regular inspections by Clerk with faults recorded in an incident log for action. • Maintenance including annual flail mow to allow for disbursement of seeds. • Monitoring of progress of meadow and orchard.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
vii	Damage to or defects emerging in the playing field area, including the football pitch	- Risk of personal injury - Claim against Council - Damage may restrict use - Additional costs for repairs	1	1	1	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Regular maintenance of areas, including grass cutting - Annual RoSPA inspection - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
viii	Damage to furniture	- Risk of personal injury - Claim against Council - Individual pieces of equipment out of commission - Unusable until repaired - Additional costs for repairs	1	1	1	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Annual RoSPA inspection - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ix	Damage to fences, hedging or trees	- Spoil the enjoyment of facility - Additional costs to reinstate planting - Additional costs for repairs	1	1	1	Regular inspections by Clerk with faults recorded in an incident log for action.
x	Unsafe paths and entrance area (Tripping hazard)	- Risk of personal injury - Claim against Council	1	2	2	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Path near MUGA needs to be resurfaced - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
3.	Cemetery					
i	Damage to wall & gates	- May partially block public access - May prevent funerals from taking place - Additional cost for repairs	1	1	1	Monthly inspections by Clerk with faults recorded in an incident log for action.
ii	Loss or damage to the noticeboard or bench	- Risk of personal injury - Claim against Council - Individual pieces of equipment out of commission - Unusable until repaired - Additional costs for repairs	1	1	1	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
iii	Unsafe memorials	- Risk of personal injury - Claim against Council - If owners do not carry out repairs, an additional cost to the council for repair/removal	1	2	2	- Monthly inspections by Clerk and reported to owner for immediate action. - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
iv	Unsafe paths and car park area (Tripping hazard)	- Risk of personal injury - Claim against Council	1	2	2	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
v	Financial mismanagement of cemetery fees received	- Cemetery fees not accounted for - Financial loss to Parish. - Prosecution may be required. - Loss of reputation	1	3	3	- Dedicated Councillor reconciles Cemetery accounts & record books 6 monthly. - Cemetery fees income report to council meetings
4.	Pump House					
i	Damage to the fabric of the Pump House	- Risk of personal injury - Could potentially cause a road traffic accident. - Claim against Council - Additional cost for repairs	1	2	2	- Regular inspection by clerk with faults recorded in an incident log for action. - Creation of a maintenance schedule - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
5.	Bladon Bus Shelter					
i	Damage to the fabric of the shelter	- Risk of personal injury - Claim against Council - Inconvenience if no shelter	1	2	2	- Regular inspection by clerk with faults recorded in an incident log for action. - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
ii	Graffiti	- May cause offence - Additional cost for cleaning	1	1	1	Regular inspection by clerk with faults recorded in an incident log for action.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
6.	The Green					
i	Damage to the noticeboard, posts and bench	- Risk of personal injury - Claim against Council	1	2	2	- Monthly inspections by Clerk with faults recorded in an incident log for action. - Ad hoc faults also reported to Clerk by members of the public and councillors throughout year. - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal.
7.	Pebble Alley					
i	Unsafe path and railings (Slipping hazard)	- Risk of personal injury - Claim against Council	1	3	3	- Monthly inspections by Clerk of path and railings - Weed control 3 times a year or more if necessary. - Insurance in place inc. public liability insurance. Level of insurance reviewed as part of the annual renewal
8.	Brook Lane					
i	Risk of tripping	- Risk of personal injury - Claim against Council	1	1	1	- While the parcel of land is rented out, the risk is passed to the lessee - Ensure lease passes on the risk to lessee. - Ensure lease requires regular maintenance by lessee
ii	Non-payment of rent	- Council may suffer minor financial loss (£4 per year) - Need to take action for payment. - Need to terminate the lease	1	1	1	- Ensure payment request is made to lessee annually. - Income to be reported at council meeting
B.	SERVICES					
9.	Pavement /Road Gritting					
i	Gritting of pavements and/or roads	- Risk of personal injury to the public - Risk of damage to private property	1	2	2	- Clerk to monitor salt bin levels and ensure that they are maintain at adequate levels and have shovels or bucket and scoop available. - Spare salt held at the Recreation Ground - Salt spreaders available.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
10.	Grass & Hedge Cutting of Common Areas inc Recreation Ground & Cemetery					
i	Damage caused while grass & hedge cutting of the common areas inc. Rec Ground and Cemetery	• Risk of personal injury • Risk of damage to private property • Risk damage to council property including trees and hedging	1	2	2	• Make public liability a requirement of any contract. • Clerk to monitor contractor's performance. • Advise contractor on any activities taking place at the rec ground or cemetery to limit risk of personal injury
11.	Consultations					
i	Missing deadlines for response	• Non-reaction could impact the local community	1	2	2	• Clerk circulates all consultations received. • Planning response deadlines add to the application register. • Deadlines diarised. • Extraordinary meeting to be called if needed
12.	Electors' Right of Inspection of Financial Records					
i	Failure to inform of right; or to conform with statutory requirements	• Electors denied transparency. • Council would receive a qualified audit report. • Damage to Council's reputation/loss of trust	1	2	2	• Deadline for submission diarised • RFO to keep up to date with statutory requirements. • Annual review of Financial Regulations and Standing Orders • Annual posting of audit notice on public noticeboards & on Parish Council Website
13.	Financial Records including Legal Powers					
i	Failure to comply with statutory requirements	• Council would receive qualified audit report. • Damage to Council's reputation	1	1	1	• RFO to keep up to date with statutory requirements. • Annual review of Financial Regulations and Standing Orders • All financial information reported to full Council monthly. • All expenditure approved monthly by full Council. • All payments including s.137 payments minuted. • All financial activity recorded in Minutes & available on the PC Website in accordance with Transparency Code. • Three yearly review of the internal auditor.

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
ii	Illegal activity or payment	- Overspending beyond or outside authority - Failing to obtain necessary quotes or estimates. - Failure to follow tender process. - Council would receive a qualified audit. - May lead to prosecution. - Damage to Council's reputation	1	3	3	- Annual review of Financial Regulations and Standing Orders - All financial information reported to Council monthly. - All expenditure approved monthly by full Council. - All on-line payments require the Clerk and one authorised councillor to raise payments under £500 or the Clerk and two authorised councillors to raise payments of £500 - All payments including s.137 payments minuted. - All financial activity recorded in Minutes & available on the PC Website in accordance with Transparency Code. - Three yearly review of the internal auditor.
14.	Members' Interests					
i	Failure to disclose	- Abuse of position - Corruption - Damage to Council's reputation	1	1	1	- Councillor's declaration of interests completed as part of the election process. - At each meeting councillors are asked to declare interest for items on the agenda and these are minuted.
15.	Minutes					
i	Are they accurate, legal, safe?	- Would mislead the public. - Would hinder transparency	1	1	1	- Minutes produced and checked by Councillors before subsequent meeting, reviewed and signed at that meeting. - Draft minutes available on website. - Approved minutes made available on the PC Website - Signed hard copies of minutes archived at County Records Office.
16.	Precept					
i	Precept set at the wrong level	- Council may be underfunded if too low. - Unable to provide services to the community if too low. - Unacceptable increase in reserves if set to high	1	1	1	- Budgetary processes included in Financial Regulations - Budget discussed and set and precept agreed by full council. - Budget is monitored and reported quarterly to the full Council

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
17.	Reserves					
i	May be inadequate	Council unable to cover 50% of precept.	1	1	1	- Level of reserves considered during budgetary process. - Reviewed by RFO and reported quarterly to full Council. - Reserves only held for identified reasons
18.	Projects					
x	Disputes with contractors	Time-consuming & stressful for PC; may be costly; may affect use of some or part of the facility.	1	1	1	Insurance cover in place.
xi	Ongoing Project management	Inadvertent negligence by PC; delays to a project	1	2	2	Professional indemnity insurance cover is in place; professional advice from any contractors will be sought prior to and during all work
19.	V.A.T.					
i	Incorrect claims	- Failure to recoup the correct value of V.A.T - Loss of income	1	1	1	- RFO claims VAT refunds throughout the year. - VAT claim reported full Council at next meeting.
20.	Security of Funds - Fraud, Theft/ Embezzlement; Abuse of Credit Cards					
i	Fraud, Theft/ Embezzlement; Abuse of Credit Cards	- Reduction in available funds to provide services. - Council not insured for risk. - May lead to prosecution. - Damage to Council's reputation	1	1	1	- All on-line payments require the Clerk and one authorised councillor to raise payments under £500 or the Clerk and two authorised councillors to raise payments of £500. - Authorised signatories for payments kept under review. - Council has no cash dealings. - Council currently has no debit cards. - Monthly financial reports submitted to full Council and included within minutes, which are posted on the website. - Councillor with responsibility for finance reviews bank statements and bank reconciliation quarterly. - Quarterly bank reconciliations presented to full council. - All councillors can have read-only access to the bank account. - Relevant insurance in place. Level of insurance reviewed as part of the annual renewal

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
21.	IT Systems					
i	Failure of system; Possible hacking.	- Loss of all information - Disclosure of confidential information to third parties	1	3	3	- Ensure adequate security protection is maintained - Documents backed up on OneDrive - Clerk provided with council laptop - Passwords not shared with others - Private emails not to be used for council business, all councillors and clerk have a council email address
22.	General Data Protection Regs 2018					
i	Personal data used inappropriately	- Revealing personal information about individuals inappropriately - Fine for failure to comply. - Damage to Council's reputation	1	2	2	- Privacy Policy adopted March 2022. - All personal information held by the Council is kept confidentially and not disclosed other than with express prior permission of individual. - Personal information used only for the purposes for which it was obtained save with similar permission.
23.	Reputation					
i	Actions by or at the instruction of Councillors or Council employees that could harm the PC's reputation	- Damage to Council's reputation - Lack of community's trust in the Council	1	2	2	- All monthly PC meetings open to the public. - Ensure transparency in all dealings, including at meetings and in minutes. - Maintain confidentiality other than in cases where legally required. - PC Website and Facebook page containing public information and complying with transparency code. - Public noticeboards updated regularly
24.	Meetings					
i	Inappropriate behaviour at meetings	Harassment of Councillors or Clerk by other attendees	1	3	3	- Unacceptable Behaviour Policy adopted. - Code of Conduct Policy adopted. - Relevant policies to be reviewed annually.
24.	Clerk					
i	Absence of Clerk through ill health	- Administration of council suffers. - Submission deadlines could be missed. - Reduction of local services to residents.	1	3	3	- Sickness & Absence Policy in place - Clerks Handbook to be created

Risk No.	Description of risk	Impact	Chance score (LS) (1-3)	Impact score (IS) (1-3)	Risk Rating [LS x IS] Low 1-2 Med 3-5 High 6-9	Response - (management of risk)
ii	Inefficiency; or over-reaches authority;	- Administration of the council suffers - Submission deadlines could be missed - Legal regulations may not be followed. - Reduction of local services to residents - Financial errors impacting the services - PC's reputation suffers	1	3	3	- The following policies have been adopted: Disciplinary, Grievance, Sickness & Absence, and Training & Development. - Job description to be reviewed periodically - Training needs identified and training provided at the cost to the council - Annual appraisal of Clerk - Close day to day working involvement with Councillors - Reporting of any concerns of or about the Clerk to designated Personnel Councillor. - Clerk's handbook to be created.
25.	Councillors					
i	Councillors feel overwhelmed or isolated and without support	- Loss of efficiency - Disruption to smooth running of Council with knock-on impact on residents; - Councillors may resign. - Residents may be deterred from becoming a councillor - Ultimately Council may become inquorate and unable to function.	1	3	3	- New Councillors offered training by external bodies - Ongoing training encouraged, fully funded by PC. - Clerk provides administrative support. - Reporting in confidence of any concerns to designated Personnel Councillor – see also Grievance & Unacceptable Behaviour Policies.

BLADON PARISH COUNCIL STANDING ORDERS

Adopted by Bladon Parish Council on xxx March 2025

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INTRODUCTION

How to use standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

Notes

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

For convenience, the word "councillor" is used in the standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

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- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so

that the report or commentary is available as the meeting takes place or later to persons not present.

- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary

- interest or another interest as set out in the Council's code of conduct in a matter
- being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** *(not counting those debarred by reason of a declared interest)* and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours, *unless an extension is agreed by a majority of those present.*

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

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- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

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- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.** At the request of the Chair of the Council, the Clerk may produce, sign and issue the summons for the extraordinary meeting on the Chair's behalf.

- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days

before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not**

- exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to**

all relevant circumstances any of the following apply:

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 calendar days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to all members of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible

Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

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- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing committee (if there is one) is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior

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member of staff shall notify the chair of the Council or Staffing committee (if there is one) or, if they are not available, the vice-chair of the Council or the vice-chair (if there is one) of the Staffing committee (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council or Staffing committee (if there is one) at its next meeting.

- c The chair of the Council or Staffing committee (if there is one) or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of Council or the Staffing committee (if there is one).
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or Staffing committee (if there is one) or in their absence, the vice-chair of the Council or Staffing committee (if there is one) in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of *the Council* or the Staffing committee (if there is one).
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the chair or vice-chair of the Council or Staffing committee (if there is one), this shall be communicated to another member of the Council or Staffing committee (if there is one), which shall be reported back and progressed by resolution of the Council or the Staffing committee (if there is one).
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. If gross annual income or expenditure (whichever is higher) does not exceed £25,000 **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

or

If gross annual income or expenditure (whichever is the higher) exceeds £200,000 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list. *See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council or Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council or Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by either the Proper Officer or by a special motion, the written notice by at least **2** councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

ITEM 10 – Appointment of Internal Auditor for 24/25 Financial Year

Karen Howe
Clerk to Bladon Parish Council

8 February 2025

Dear Karen,

Letter of Engagement 2024/25

I hope that my audit review for last year has been helpful.

This is my letter of engagement for this financial year for the Council's consideration.

As before, my role as your Internal Auditor is to be a 'critical friend'. I will look through your Parish's processes and procedures and, where necessary, will make recommendations which, I hope, will help improve the Council's governance. Some of these recommendations will be long-term goals, others may need to be implemented more quickly, but I will be available as part of the Audit process to help guide you through what is needed.

Please see Section 5 Fees and Charges for more information.

This letter confirms the basis on which I will provide services to you to avoid any misunderstandings of our respective responsibilities.

1. Internal Audit of the Council

- a. The primary objectives of Internal Audit are:
 - i. to review, appraise and report upon the adequacy of governance and internal control systems operating throughout the Council. To achieve this I will adopt a predominantly systems-based approach to the audit;
 - ii. to carry out an annual inspection of the books and records of the Council.

The Council is responsible for supplying all documents requested.

- b. Timescales for the effective and efficient method of completing the audit are as follows:
 - i. ensure that the process laid down within this engagement letter is acceptable;
 - ii. sign the engagement form on the last page and return that page by email. (Please send this by the end of **February**.)
- c. I also attach the checklist for completion. Please return it together with any documents requested by **end of February**. This will then be reviewed prior to the review meeting.

- d. A review meeting will be arranged, either in person or via Zoom, to discuss the completed checklist and clarify any queries. If further meetings are required, these may be chargeable.
- e. The draft, electronic, editable, version, of the AGAR must be sent to me by 31 May.
- f. I will check the final Accounting Statement figures (Section 2) of the AGAR. Provided all is in order, I will then complete the Internal Audit section and return it both electronically and by post.

Note: please do not complete Section 1 of the AGAR until the Council meeting to consider the AGAR.

- g. An Annual Report will be issued with the AGAR with any action points.
- h. Unfortunately, if timescales are not observed, this will attract extra charges over and above the quoted fee as laid down below.

2. Scope of Work

Predominantly Internal Audit will review the governance of the Council culminating in the completion of the Internal Audit Report as stated above. I will identify if the following key areas are in place and working satisfactorily.

- a. Proper Book-keeping
- b. Payment controls in relation to Financial Regulations
- c. Review of the Internal Controls, which will include:
 - i. The Parish Risk Assessment;
 - ii. Review of the effectiveness of Internal Financial Control;
 - iii. An overall review of your Internal Controls.
- d. Budgetary controls
- e. Income controls
- f. Petty Cash procedures (if applicable)
- g. Payroll controls
- h. Asset controls
- i. Bank reconciliations
- j. Accounting statements and application of Spending Powers
- k. Exemption criteria (if applicable)
- l. Website and transparency code
- m. Public Rights notice and dates
- n. Publication of previous AGAR
- o. Review of the status of Trusts (if applicable)
- p. Policies review
- q. Review and completeness of minutes
- r. General governance
- s. Review and completeness of audit action plans
- t. Year End procedures, which will include:
 - i. Financial Statements review;
 - ii. Review of Council balances;
 - iii. Analytical Review;

iv. Annual Return review.

3. Roles and Responsibilities

My role as an Internal Auditor is one of independence. I must make it clear that I can in no way involve myself in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.

4. The Council Responsibilities

The Responsible Financial Officer / Proper Officer, together with the Council, have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the prevention of Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

5. Fees and Charges

Fees based on Precept or projected income and expenditure - whichever is highest.

Precept / Income or Expenditure	Fees 2024 – 2025
Under £25,000	£210.00
£25,001 - £50,000	£260.00
£50,001 - £100,000	£310.00
£100,001 – £150,000	£360.00
All above includes: • Initial Internal Audit meeting and • an autumn review via Zoom	

The above fees are on the understanding that all requests for documents and responses to my Internal Audit checklist are provided by the Council within the required timescales.

Additional Charges	
Late submission of documents, including the AGAR (no later than 31 May)	£75.00 surcharge
Mileage	£0.45 per mile
Additional meetings (see 1 d. above)	£35.00 per hour
Attendance at a Council meeting	£70.00 (plus mileage)

Payment is required on invoice once the work is completed.

6. Requests for attendance at Council Meetings

I would be happy to attend a Council meeting, given reasonable notice, if convenient. This gives the Council an opportunity to ask me questions, clarify the scope and nature of the work I have undertaken and to make me aware of any issues that may be relevant as my cycle of Internal Audit progresses.

A nominal cost for this service is charged at £70 plus mileage.

7. Request for work outside the scope of Paragraphs 1 to 3

Any such request for extra audit time to be provided will be discussed at the time and will be subject to an appendix agreement.

8. Agreement of terms

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate my authority to act on your behalf at any time; however, if work has already been undertaken, a charge for the work so far, will be made. Notice of termination must be given in writing.

Please confirm your agreement to the terms of this letter of engagement by completing the form and returning it to me by End February.

I trust that this is acceptable to the Council and look forward to hearing from you.

Yours sincerely,

Jane Olds

Jane Olds (Mrs)

Quotes for Consideration at Council Meeting 13th March 2025

Please note that there is no requirement within the Council's Financial Regulations to seek multiple quotes for works under £500.

Agenda Item 12 a

Installation of Rec Ground Shed

Company A - £250 plus VAT

Company B - £180 no VAT

Agenda Item 12 b

Installation of Cemetery Shed

Company A – Depending on the shed purchased, the charge will be between £245 and £278.33 + VAT

Company B - £180 no VAT

Agenda Item 12 c

Clearing and Replanting Village Green Borders

A quote of £500 has been provided to clear the two borders and to replant the borders with the plants to be provided by the council. The quote does not cover any additional top soil, compost, soil improver or edging as until the borders are cleared the amounts need, if any, are unknown.

Should additional top soil etc be needed then they are happy to source and recharge or the council could arrange the purchase which would enable any VAT to be reclaimed.

ITEM 13 - Village Maintenance Charges for 25/26 for Approval

Description of Work	24/25 Charges	Estimated Times per Year	25/26 Charges for Approval	Estimated 25/26 Costs
			TOTAL	£6,770
Grass Cutting Bladon Cemetery	£65.00	12	£70.00	£840.00
Grass Cutting Bladon Green	£40.00	10	£42.50	£425.00
Grass Cutting Bank between Heath Lane and Lambs Lane	£35.00	6	£37.50	£225.00
Grass Cutting Bank outside the Churchyard Wall	£20.00	12	£22.50	£270.00
Grass Cutting Bladon Recreation Ground - Orchard	£65.00	10	£70.00	£700.00
Grass Cutting Bladon Recreation Ground - Remaining General Areas	£100.00	10	£110.00	£1,100.00
Grass Cutting including removal of cuttings Bladon Recreation Ground - Football Pitch	£90.00	20	£95.00	£1,900.00
Grass Cutting Bladon Cemetery - Meadow	£165.00	2	£175.00	£350.00
Hedge Cutting Recreation Ground, Boundary hedge between rec ground and allotments	£90.00	1	£95.00	£95.00
Hedge Cutting Recreation Ground Along School Lane - Both Sides	£100.00	1	£110.00	£110.00
Hedge Cutting Bladon Cemetery - Boundary hedge between cemetery and allotments	£180.00	1	£220.00	£220.00
Hedge Cutting Bladon Cemetery - Internal Yew hedge	£65.00	1	£70.00	£70.00
Raking over of the woodchip and removal of weeds in the play area, ensuring that there is adequate woodchip under each piece of equipment	£30.00	10	£30.00	£300.00
Weed Control - Spraying of Muga Court for Moss etc (spray to be provided)	£30.00	3	£30.00	£90.00
Weed Control - Spraying of Pebble Alley (spray to be provided)	£25.00	3	£25.00	£75.00

BLADON PARISH COUNCIL

BLADON CEMETERY CHARGES for Bladon residents (where the deceased is not a Bladon resident, all fees are doubled)

Fees applicable from April 2025

Purchase of Exclusive Right of Burial granted for 75 years

Purchase of Exclusive Right of Burial in earthen grave	112
Purchase of Exclusive Right for the interment of cremated remains In a section of the cemetery reserved for such purposes	61

Interment, where the exclusive right to burial has been previously purchased

Of the body of a person whose age at the time of death exceeded 16 years	
in a grave plot	153
in a cremated remains plot	51
Cremated remains in a grave plot	51

Initial interment, including the purchase of exclusive right of burial granted for 75 years

Of the body of a person whose age at the time of death exceeded 16 years	
in a grave plot	265
in a cremated remains plot	112

Memorials (York, Portland or Crown stone only)

Grave headstone not to exceed 3ft in height	102
Cremated remains flat stone, tablet book, inscribed vase base max. 18 x 18 inches, height not to exceed 12 inches	51
Additional inscription on memorial	no fee

Cheques should be made payable to: BLADON PARISH COUNCIL

and forwarded to:

This table sets out the fees prescribed by the Parochial Fees Order 2019 (a Statutory Instrument) and summarises other relevant information. For legal purposes reference should be made to the Order itself. There is a separate table for fees for funerals, burials, and monuments.

The 2019 Order set the framework for fees until 2024. It provided that fees would increase annually in line with CPI, rounded up to the nearest pound. In February 2023 the General Synod approved the parochial fees (Amending) Order 2023 which capped increases to 5%, rounded up to the nearest pound, in 2023 and 2024.

For further information about fees refer to the **Guide to Church of England Parochial Fees and Frequently Asked Questions** which are available on the Church of England website.

NOTES:
B1. Definitions etc.
‘Burial’ includes deposit in a vault or brick grave and the interment or deposit of cremated remains.
‘Churchyard’ includes the curtilage of a church and a burial ground of a church whether or not immediately adjoining such church.
(NOTE: This includes any area used for the interment of cremated remains within such a curtilage or burial ground, whether consecrated or not.)
‘Cemetery’ means any burial ground other than a churchyard.
‘Monument’ includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind.
‘Immediately preceding or following on from service in church’ includes the day before and the day after the service in church. See note at the top right of the table.
Where “ – ” appears in the table no fee is payable to the body indicated.

	Fee payable Towards Diocesan Board of Finance £	Fee payable To Parochial Church Council £	Total Fee Payable £
Funerals and Burials of person Aged 18 Years or More (See Note B2(i)) A. Service in Church Funeral service in church, whether taking place before or after burial or cremation (See Note B1) Burial of body in churchyard immediately preceding or following on from service in church Burial or other lawful disposal of cremated remains in churchyard immediately preceding or following on from service in church Burial of body, or burial or other lawful disposal of cremated remains, in cemetery immediately preceding or following on from service in church Cremation immediately preceding or following on from service in church Burial of body in churchyard on separate occasion (See Note B2(ii)) Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion (See Note B2(ii)) Burial of body, or burial or other lawful disposal of cremated remains, in cemetery on separate occasion (See Note B2(ii)) B. No Service in Church Funeral service (including burial of body) at graveside in churchyard Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard Funeral service at crematorium, or funeral service (including burial of body or burial or other lawful disposal of cremated remains) in cemetery Funeral service in premises belonging to funeral director; whether taking place before or after burial or cremation Cremation immediately preceding or following on from funeral service in premises belong to funeral director Burial of body in churchyard, not following service at graveside (committal only) Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only) Burial of body, or burial or other lawful disposal of cremated remains, in cemetery (committal only) C. Certificate issued at time of burial (See Note B2(iii))	124 17 17 34 34 50 50 65 124 124 228 228 34 50 50 34 —	104 349 142 — — 349 142 18 349 142 — — 18	228 366 159 34 34 399 192 83 473 266 228 228 34 399 192 34 18
	17 17 17 —	38 72 150 18	55 89 167 35
	— — —	36 36 18	36 36 18
MONUMENTS IN CHURCHYARDS Permitted in accordance with rules, regulations or directions made by the Chancellor of the diocese, including those relating to a particular churchyard or part of a churchyard (but excluding a monument authorized by a particular faculty, the fee for which is set by the Chancellor) Small cross of wood Small vase not exceeding 305mm x 203mm x 203mm (12" x 8" x 8") or tablet, plaque or other marker commemorating a person whose remains have been cremated Any other monument (the above fees include the approval of the original inscription by the incumbent) Additional inscription on existing monument			
SEARCHES IN CHURCH REGISTERS Searching registers of burials (See Note B3) (including the provision of one copy of any entry therein) for up to one hour for each subsequent hour or part of an hour Each additional copy of an entry in a register of burials			
EXTRAS The fees shown in the table do not include charges for heating, the services of a vergier, music (e.g. organist, choir), bells, and flowers, which are fixed by the Parochial Church Council. In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.			

B2. Funerals & Burials
i) No fee is payable in respect of a burial of a still-born infant, or for the funeral or burial of a person dying within eighteen years after birth.
ii) The fee for a burial in a churchyard or cemetery on a separate occasion applies when burial does not take place on the same day as, or on the day before or the day after, a service in church.
iii) The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978.

B3. Searches in Church Registers
The search fee relates to a particular search where the approximate date of the burial is known. The fee for a more general search of a church register is negotiable.

B4. Costs and Expenses
In the case of a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers), making the church available and lighting it are included in the fee prescribed as payable to the Parochial Church Council.



Greenways Survey

Survey contents

Thank you for taking the time to answer this consultation.

In the following pages we will ask you about the three key outputs we're seeking feedback on:

1. Greenways Masterplan
2. Proposed Greenway Routes - Route Delivery Plans
3. Greenways Wayfinding Toolkit

We will finally ask some questions about yourself, to get a clear idea of who is contributing to this consultation.

I am responding to this survey as: *(Choose one option)*

- ☐ an Oxfordshire resident
- ☐ a member of the public living outside of Oxfordshire
- ☐ a business a representative of a group or organisation
- ☐ a parish, town, district, or county Councillor
- ☐ Other *(please specify)*

Answer this question only if you have chosen 'a business'

Please give the name of the business you represent:

Answer this question only if you have chosen 'a representative of a group or organisation'

Please give the name of the group/organisation you represent:



**OXFORDSHIRE
COUNTY COUNCIL**

Answer this question only if you have chosen '*a parish, town, district, or county Councillor*'

Please give your name and the parish or town/ward or division you represent:

Answer this question only if you have chosen '*Other (please specify)*'

Please specify:

Greenways Masterplan

The draft Greenways 'Masterplan' is intended to provide a single overview of the 'priority' Greenways network and help illustrate how the alignments would be integrated into existing networks. The Masterplan includes existing active travel, public transport and road networks to illustrate how the Greenways network would connect into these complementary networks.

In the future, the Masterplan will be used to support the bidding for further development of the Greenway routes, and will be treated as a live document which can be updated to incorporate future route alignments.

The Greenways Masterplan shows the priority network including planned routes, National Cycle Network routes and potential future alignments (long-listed routes).

A long-list of possible greenway route alignments were developed by identifying key demand, network gaps, opportunities and constraints. These routes were then prioritised according to practical considerations such as existing infrastructure pipeline, potential funding opportunities etc.

What do you think about the proposed Greenway routes?

Are there any long-listed Greenway routes or other routes that you think should be prioritised?

Please share any other feedback on the draft Greenways Masterplan:

Proposed Greenway Routes

Route Delivery Plans were developed for each of the Greenways priority route alignments.

Your feedback will be integrated into the design recommendations, and the route delivery plans will be further refined into Concept Design in late spring 2025.

You can provide comments on the overall Route Delivery Plan (RDP) document, and also on the individual Greenways alignments.

Please share any feedback on the overall draft Route Delivery Plans (RDP) report?

To what extent do you support the Woodstock Greenway (Corridor 1) proposal?
(Choose any one option)

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose
- ☐ No opinion / not sure / don't know

Please share any feedback on the proposals for the Woodstock Greenway (Corridor 1):

To what extent do you support the Otmoor Greenway (Corridor 2) proposal?
(Choose any one option)

- ☐ Strongly support
- ☐ Support

- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose
- ☐ No opinion / not sure / don't know

Please share any feedback on the proposals for the Otmoor Greenway (Corridor 2):

To what extent do you support the Boars Hill Greenway (Corridor 3) proposal?
(Choose any one option)

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose
- ☐ No opinion / not sure / don't know

Please share any feedback on the proposals for the Boars Hill Greenway (Corridor 3):

To what extent do you support the Wootton Greenway (Corridor 4) proposal?
(Choose any one option)

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose
- ☐ No opinion / not sure / don't know



Please share any feedback on the proposals for the Wootton Greenway (Corridor 4):

To what extent do you support the Kingston Bagpuize Greenway (Corridor 5) proposal?

(Choose any one option)

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose
- ☐ No opinion / not sure / don't know

Please share any feedback on the proposals for the Kingston Bagpuize Greenway (Corridor 5):

To what extent do you support the Wytham Greenway (Corridor 6) proposal?

(Choose any one option)

- ☐ Strongly support
- ☐ Support
- ☐ Neutral
- ☐ Oppose
- ☐ Strongly oppose
- ☐ No opinion / not sure / don't know

Please share any feedback on the proposals for the Wytham Greenway (Corridor 6):

Greenways Wayfinding Toolkit

The Greenways network will span a wide range of environments, from urban areas to small hamlets, and beyond to rural landscapes. Visual identity was therefore identified as a key requirement for the project to ensure Oxford Greenways is equipped with a common visual identity and language which will be applied to the network's future development. The toolkit provides a range of recommended content, including: sign typologies, colour palette, typography, and locations for infrastructure.

Please share any feedback on the draft Greenways Wayfinding Toolkit:

About you

We would like to know more about you so that we can understand more about our customers and residents, as it helps us to know if we are hearing the views of a wide range of people and communities.

If you do not wish to provide any of this information, please select prefer not to say or skip the question as appropriate.

All information given is anonymous and is governed by the UK GDPR and [General Data Protection Regulations 2018](#)

How did you find out about this consultation? *(Choose all that apply)*

- ☐ Facebook
- ☐ X (formally known as Twitter)
- ☐ Instagram
- ☐ LinkedIn
- ☐ NextDoor
- ☐ Oxfordshire.gov.uk website
- ☐ Email from Oxfordshire County Council
- ☐ Your Oxfordshire – our residents e-newsletter
- ☐ Local news item (newspaper, online, radio, tv) or radio advert
- ☐ County or district councillor
- ☐ Town or parish councillor
- ☐ Local community news item
- ☐ Poster / information in local library or in local community group / organisation
- ☐ Friend / relative
- ☐ Other *(please specify)*

What is your postcode?

Please provide the first four or five digits of your postcode (but not the letters at the end). e.g. OX1 1 or OX14 5.

--

What is your age? *(Choose one option)*

- ☐ Under 16
- ☐ 16 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 - 74
- ☐ 75 - 84
- ☐ 85 or over
- ☐ Prefer not to say

What is your sex? *(Choose one option)*

- ☐ Female
- ☐ Male
- ☐ Prefer not to say
- ☐ I use another term *(please specify)*

What is your ethnic group or background? *(Choose one option)*

- ☐ Asian or Asian British (Indian, Pakistani, Bangladeshi or any other Asian background)
- ☐ Black or Black British (Caribbean, African, or any other Black background)
- ☐ Chinese
- ☐ Mixed or multiple ethnic groups (White and Black Caribbean, White and Black African, White and Asian, and any other mixed background)
- ☐ White (British, Irish, or any other white background)
- ☐ Prefer not to say
- ☐ Other ethnic group or background *(please specify)*

Are your day-to-day activities limited because of a long-term illness, health problem or disability which has lasted, or is expected to last, at least 12 months? *(Choose one option)*

- ☐ Yes - a lot
- ☐ Yes - a little
- ☐ No
- ☐ Prefer not to say

Would you like to find out more about what's happening in Oxfordshire?

We'd like to invite you to receive email updates on news, events and developments across Oxfordshire and opportunities to have your say.

The email contact details you provide will be separated from the feedback you have shared in this survey.

Would you like to sign up to any of the following? *(Please tick all that apply)*

- ☐ Your Oxfordshire – our residents e-newsletter
- ☐ Consultations e-newsletter - with opportunities to have your say and updates on our response to residents feedback
- ☐ Updates specifically about this consultation
- ☐ No thanks

Answer this question only if you have not chosen 'No thanks'

If you'd like to sign up, please provide your email address below:

Returning your paper survey

You can post completed paper surveys to us for free (no stamp required) by writing this address as one line in the middle of an envelope:

Freepost OXFORDSHIRE COUNTY COUNCIL

Please also write 'Oxford Greenways' on the top left corner of the envelope, so we can easily identify what is inside the envelope.

Please ensure that you submit your consultation response to the County Council by midnight on **18 March 2025**.

Any responses received after this time may not be taken into consideration.

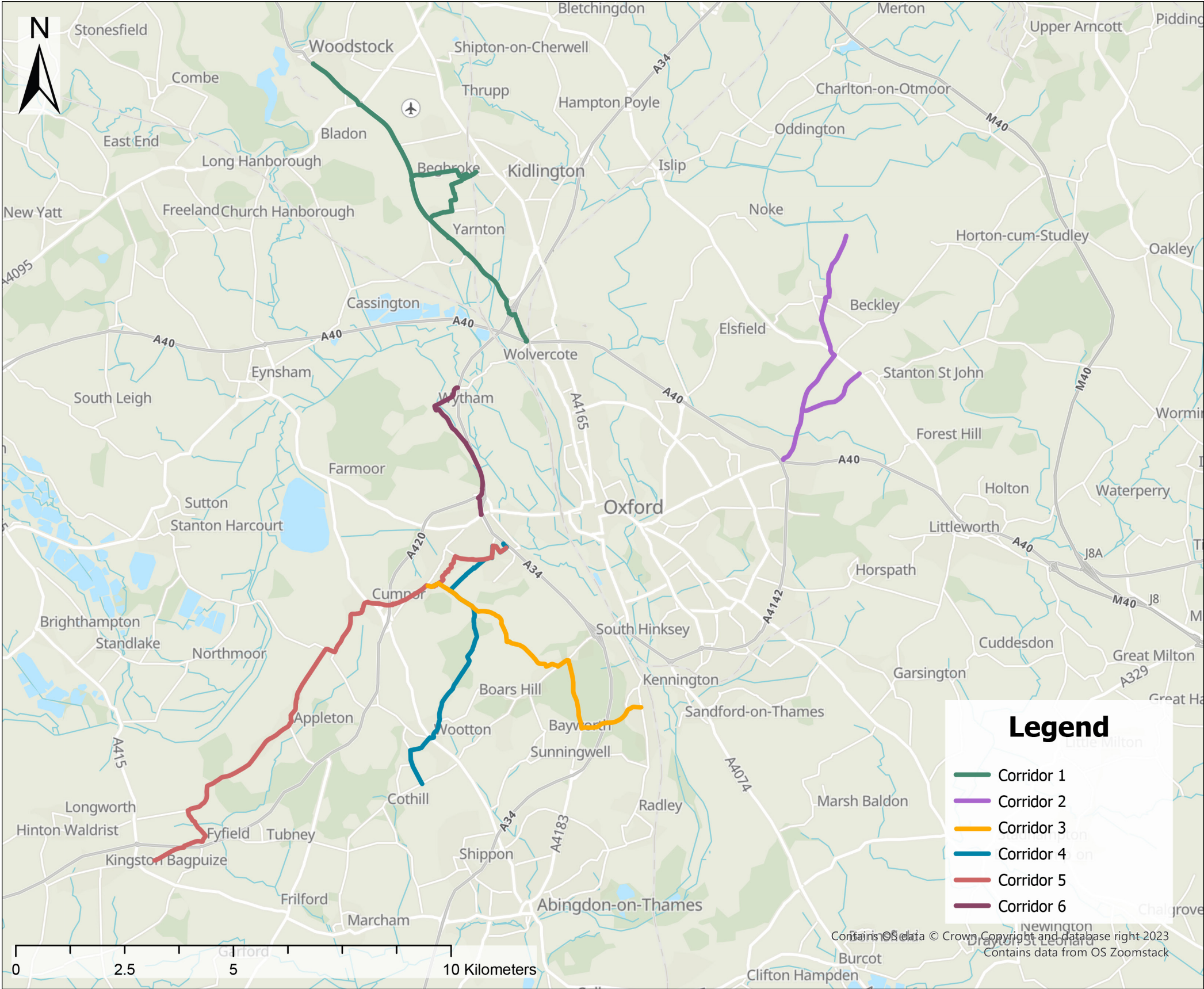
Route appraisal

Sustrans has visited each of the proposed Greenways alignments as well as completing subsequent desktop audits. This section summarises the key findings from these reviews and makes design recommendations for each alignment. The recommendations consider the key design factors listed below which will affect route safety, comfort and access.

It's important to note that the RDP's recommendations will be further developed by PJA to Concept Design stage. It's also worth noting that all RDP recommendations have been made in lieu of key datasets (including traffic surveys, topographical surveys, utility checks) and that these surveys will need to be collected during future design development beyond the scope of this project.

Key design factors

- **Steep gradients**
 - Sections with gradients of greater than 5 %
- **Rough surface**
 - Current surface not comfortably ride-able on a hybrid bicycle (e.g. ~32mm tyres).
- **Narrow path**
 - Traffic-free sections: path will need widening to meet requirements outlined in [LTN 1/20 Table 5-2](#)
 - On-road sections: minimum overtaking clearances unlikely to be met
- **Ecology considerations**
 - Vegetation clearance or felling of trees likely to be required, or possible habitat loss, or roots crossing path
- **Barriers**
 - Barrier modification or removal required
 - Speeds or traffic volumes too high
- **Vehicular traffic**
 - On-road route shared with vehicular traffic, or
 - Road crossing required



Corridor 1

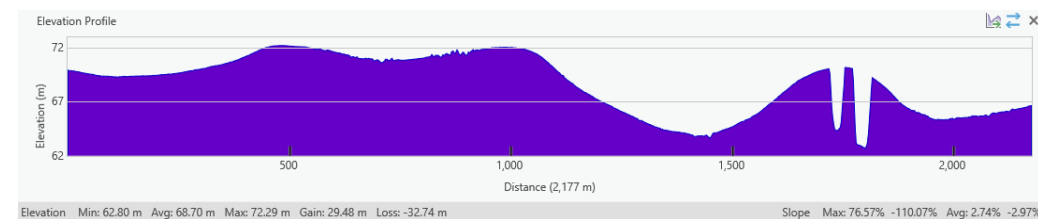
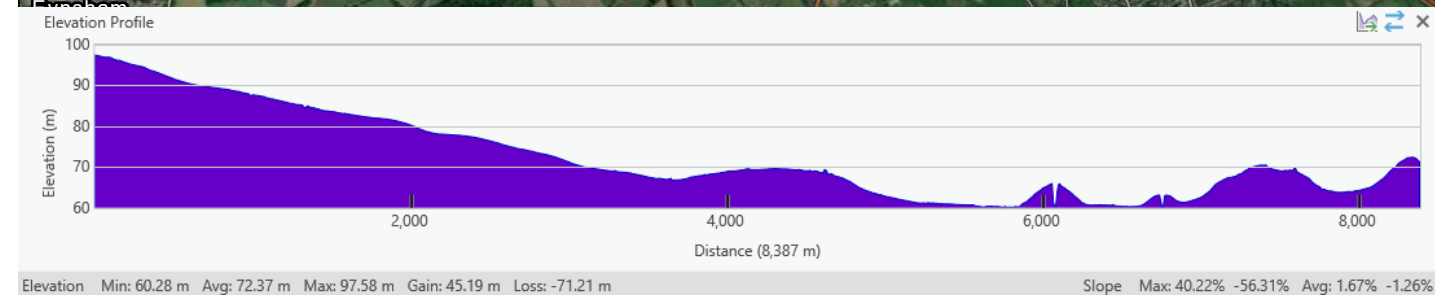
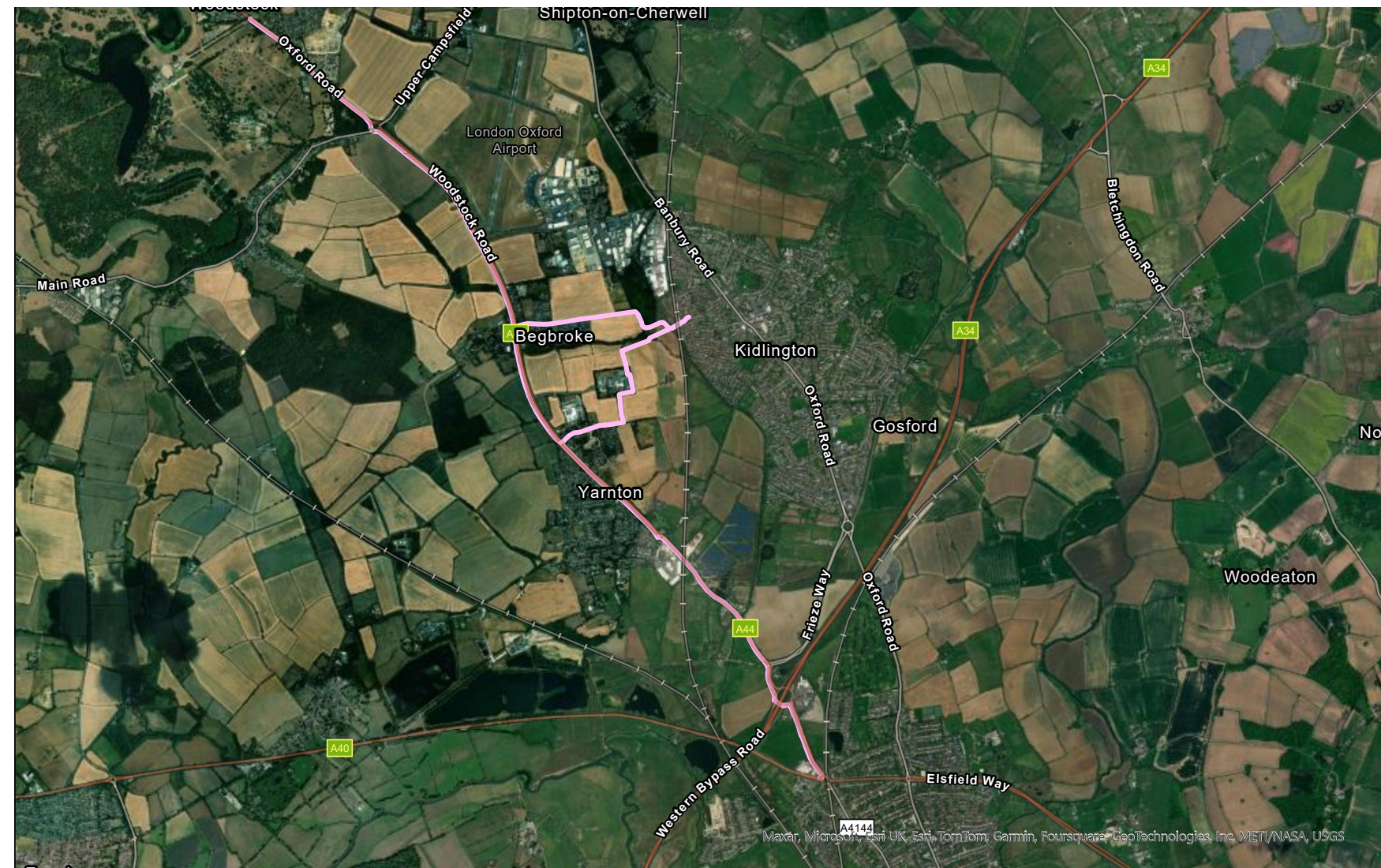
This corridor connects Oxford to Woodstock via Yarnton, Begbroke and Kidlington. The majority of the corridor is along existing shared use paths and small sections of mixed traffic provision.

Strengths & opportunities:

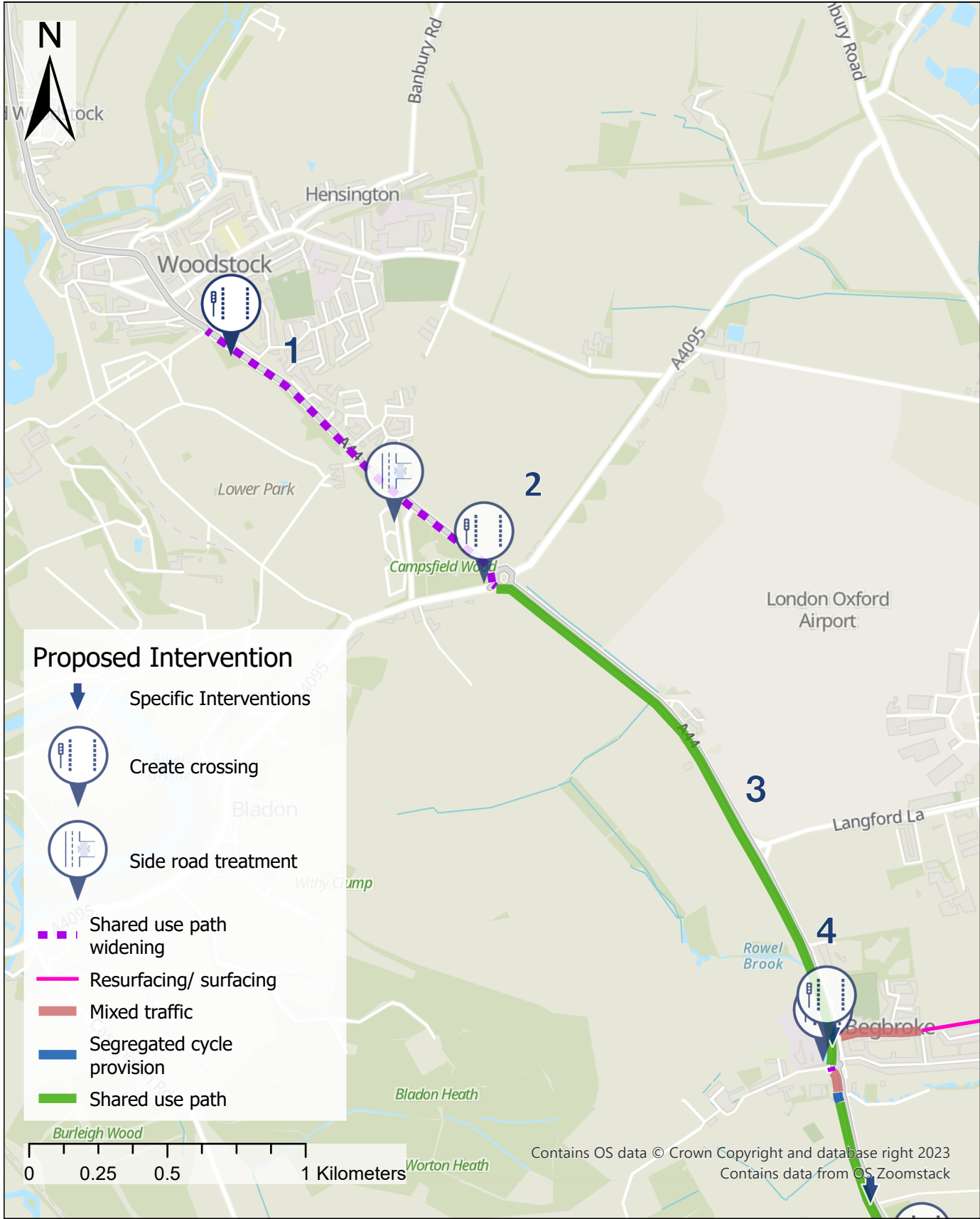
- Improvement on existing infrastructure, shared use path and segregated cycle ways makes the corridor more deliverable.
- No Landowner directly affected by this corridor.
- No major ecological constraints
- Relatively flat gradients making the route more accessible
- Majority of the corridor is traffic free provision

Challenges & weaknesses:

- Trees, utilities and lighting columns may be a key constraint to widening existing shared path near Woodstock.



Corridor 1 Part 1



1

- Introduce new crossing point/junction at the beginning of the path to provide a safe transition to get onto shared path
- Widen existing shared use carriageway to provide 3m minimum. In case it is not feasible/desirable widen existing path within existing kerb alignments, consider Carriageway narrowing/removal of central hatching +turn pockets to enable widening of existing path

2

- Provide a Toucan crossing at Grove Road and Oxford Road arms of the junction

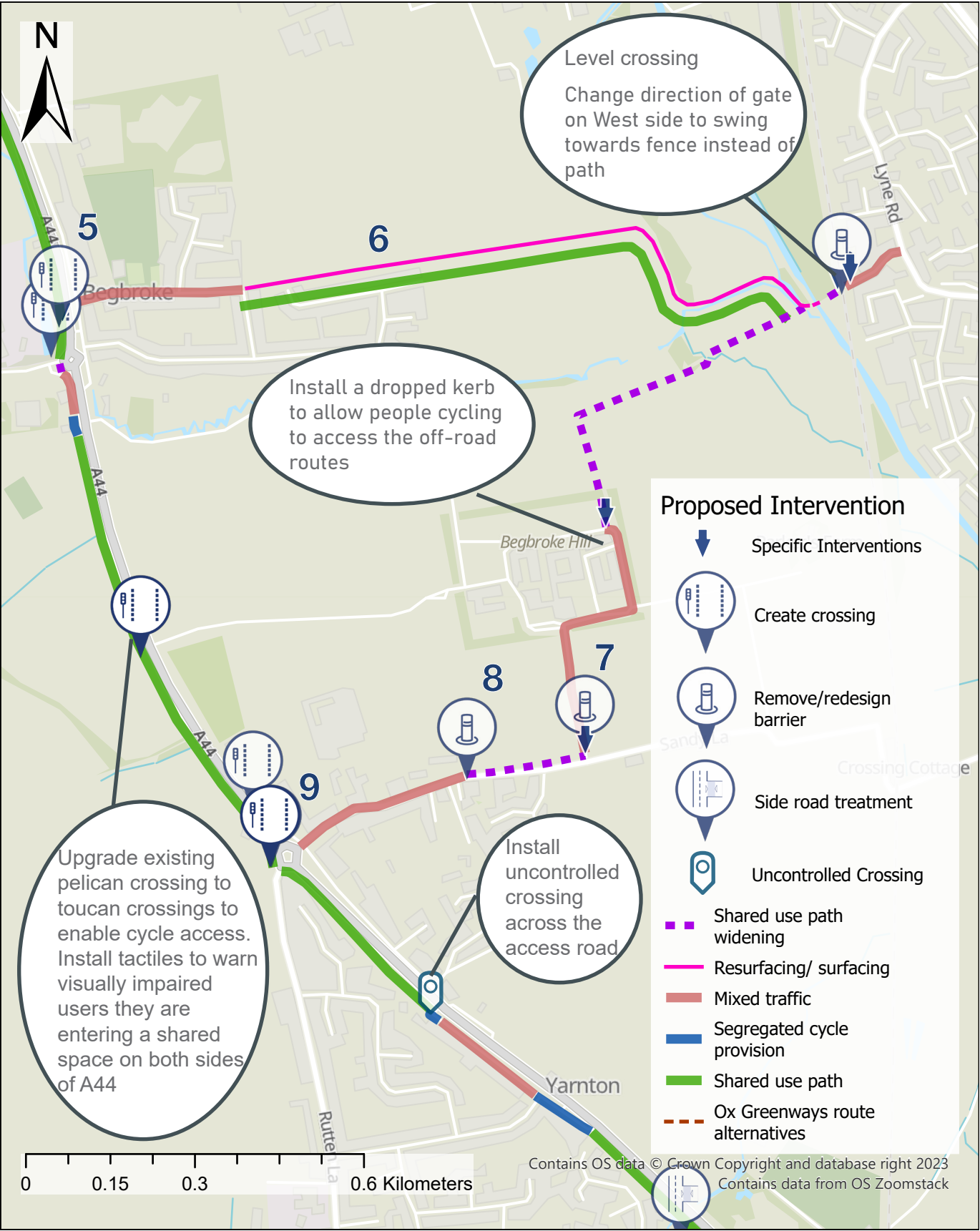
3

- Widen shared use where less than 3m and consider resurfacing existing shared use
- Install a toucan crossing on northern arm of junction to enable access between A44 and Langford Lane. Also consider providing a refuge crossing of Langford Lane to improve access across to proposed toucan crossing

4

- Cycle track ends and uses bus stop, not suitable for most

Corridor 1 Part 2



5

- Install controlled crossing, subject to traffic survey, to provide a safe crossing point for path users
- Consider reviewing the need for a roundabout and assessing whether the junction could be converted to a priority junction with a new crossing point at A44 to enable access to Begbroke Road

6

- Recommendation to widen and surface path. The existing path is 1.5m and the surface is rough. Muddy in sections

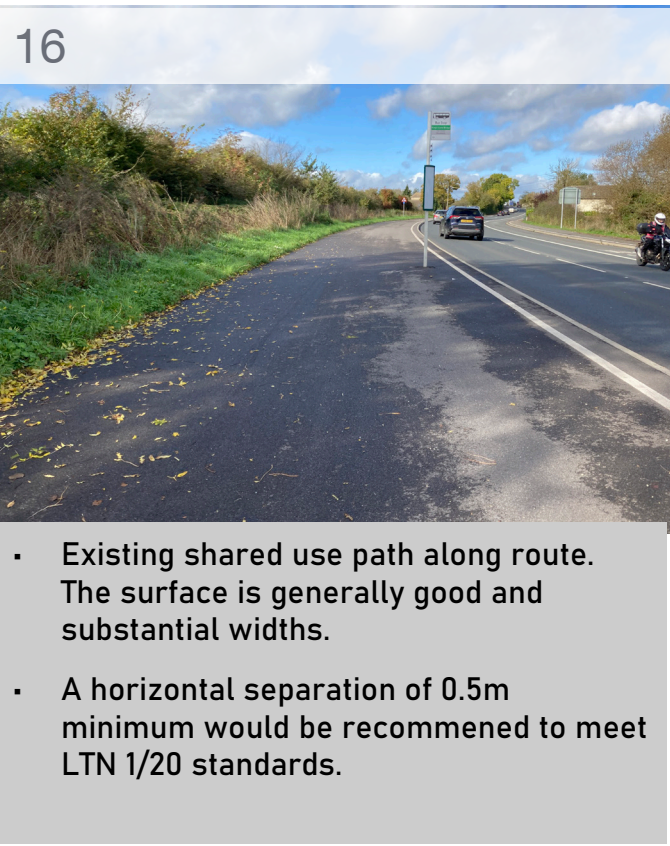
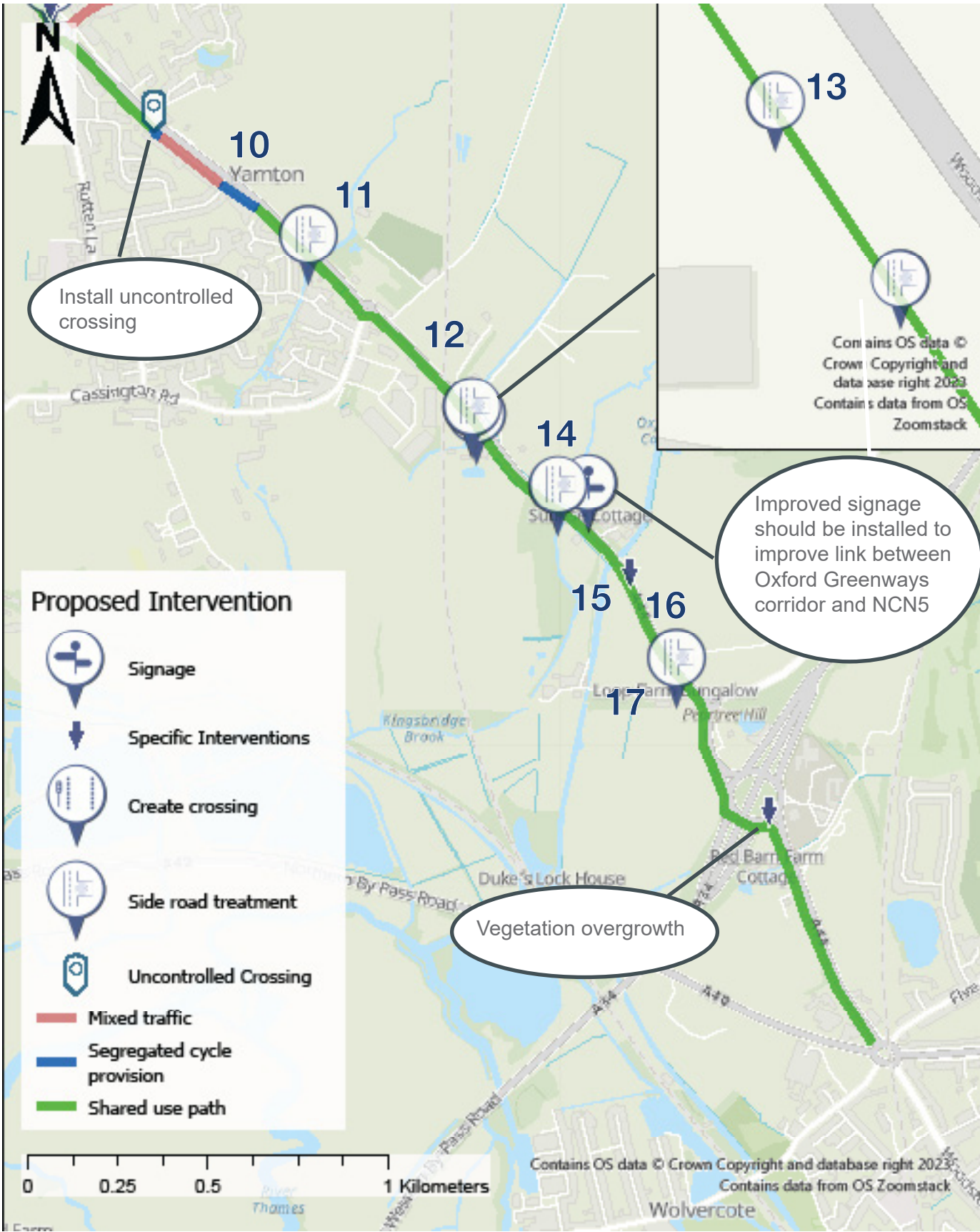
7 & 8

- Point 7: Remove/move post at science park gate to provide 1.5m gap. Existing gap 1m. Consider replacing gate with demountable bollard
- Point 8: Rearrange bollards and posts to provide 1.5m gap, existing gaps ~1m

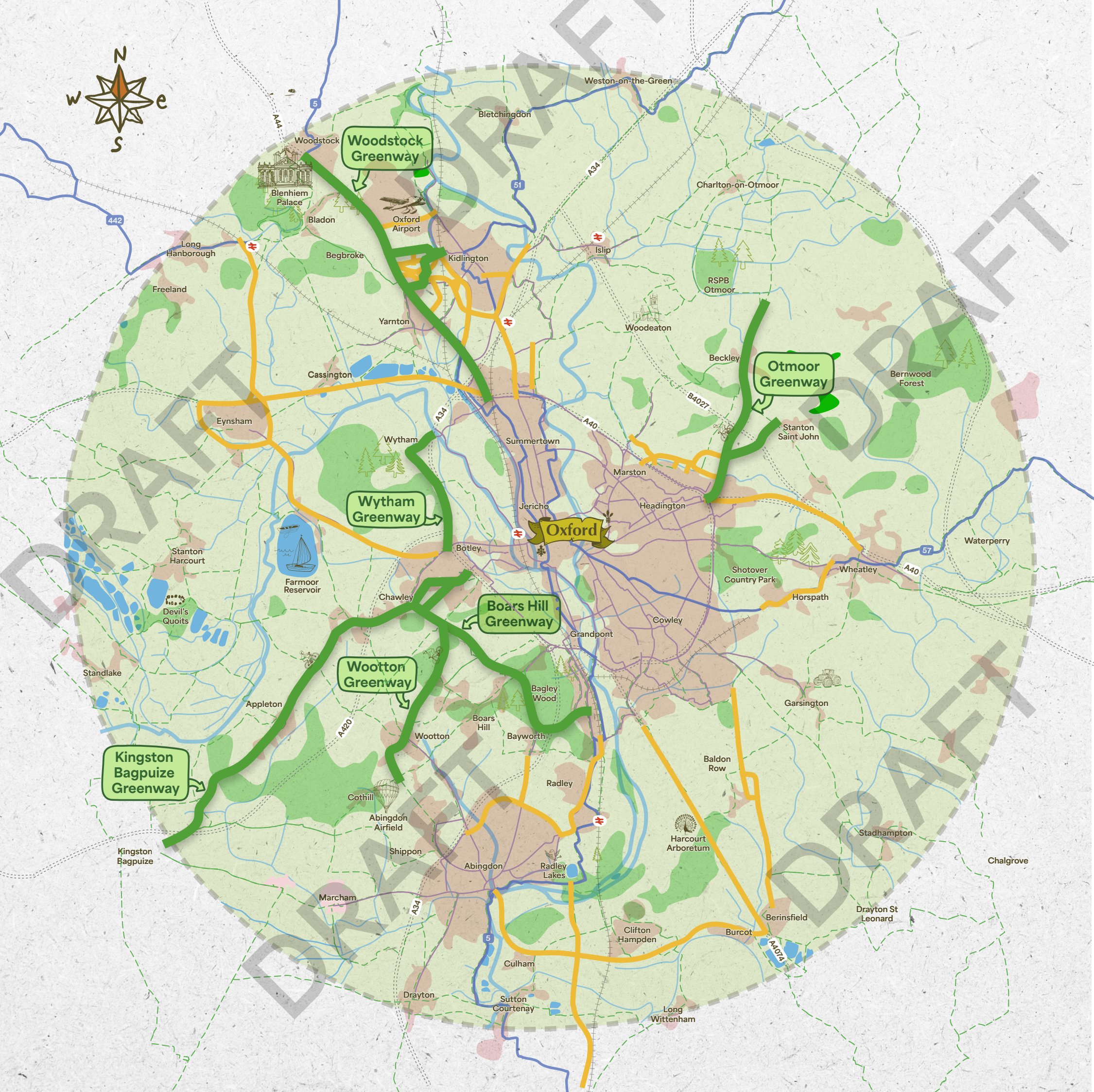
9

- Install controlled crossing across A44, to connect to Woodstock Road and Sandy Lane
- Install controlled crossing on Rutten Lane to make crossing safe and accessible for people walking and cycling.
- Type of controlling crossings subject to traffic counts

Corridor 1 Part 3



Oxford Greenways Masterplan



Oxford Greenways

Brand and wayfinding approach

To develop a creative and inspiring visual identity concept for Oxford Greenways, ensuring that the values and aspirations of the cycle network are reflected in the end user touch-points.

The Oxford Greenways traverse a diverse range of environments, from urban areas to rural landscapes.

Oxford Greenways – Brand and wayfinding approach

Connecting the city and the countryside



Oxford

Oxfordshire

The future wayfinding system should be adaptable and flexible, allowing it to seamlessly integrate and complement each unique environment.

Oxford Greenways – Brand and wayfinding approach

Signage examples from other cycle networks



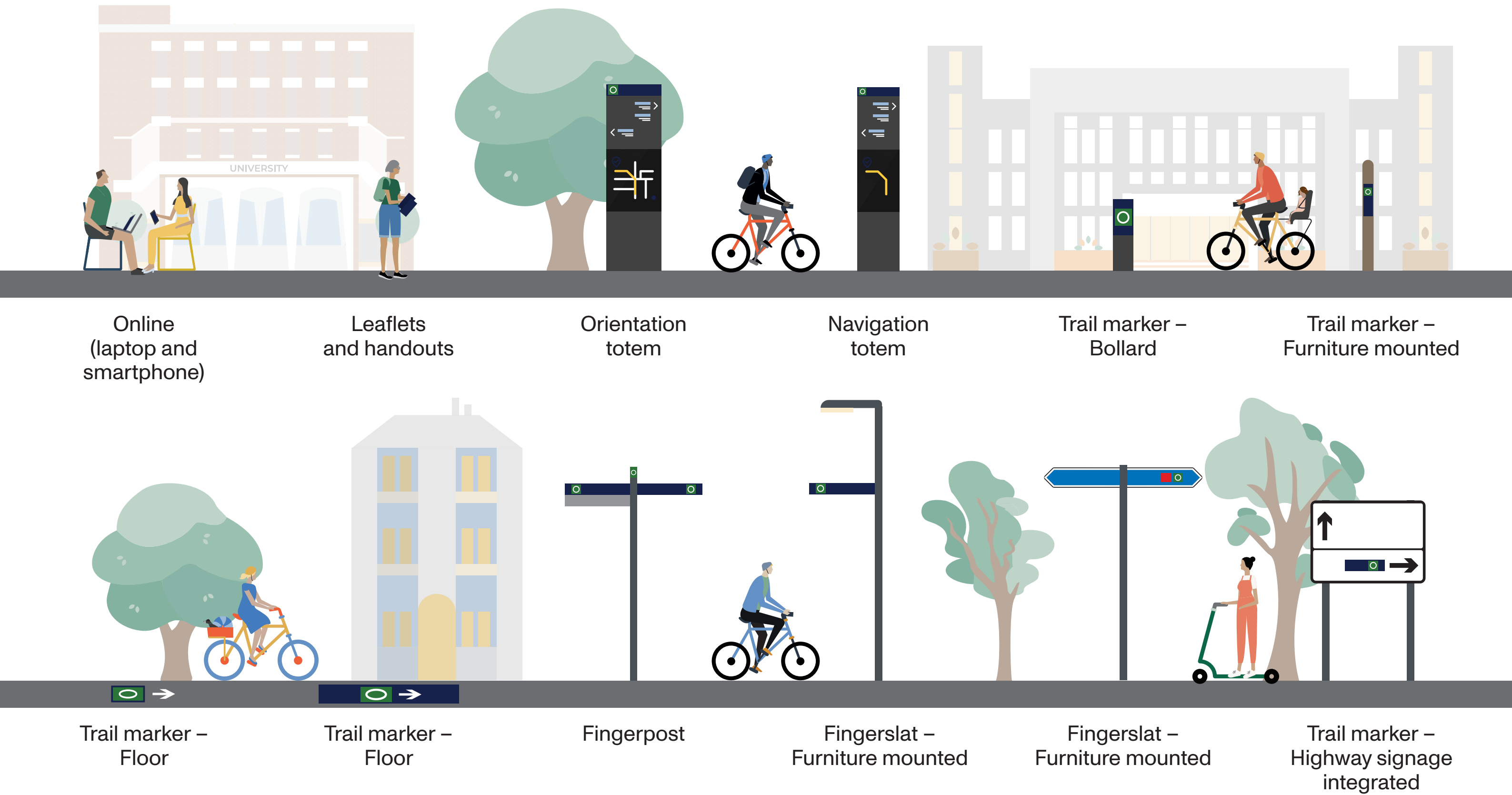
Urban

Rural

In addition to its environmental context,
a variety of sign types must be established
to meet the individual needs of end users,
at each point along their journey.

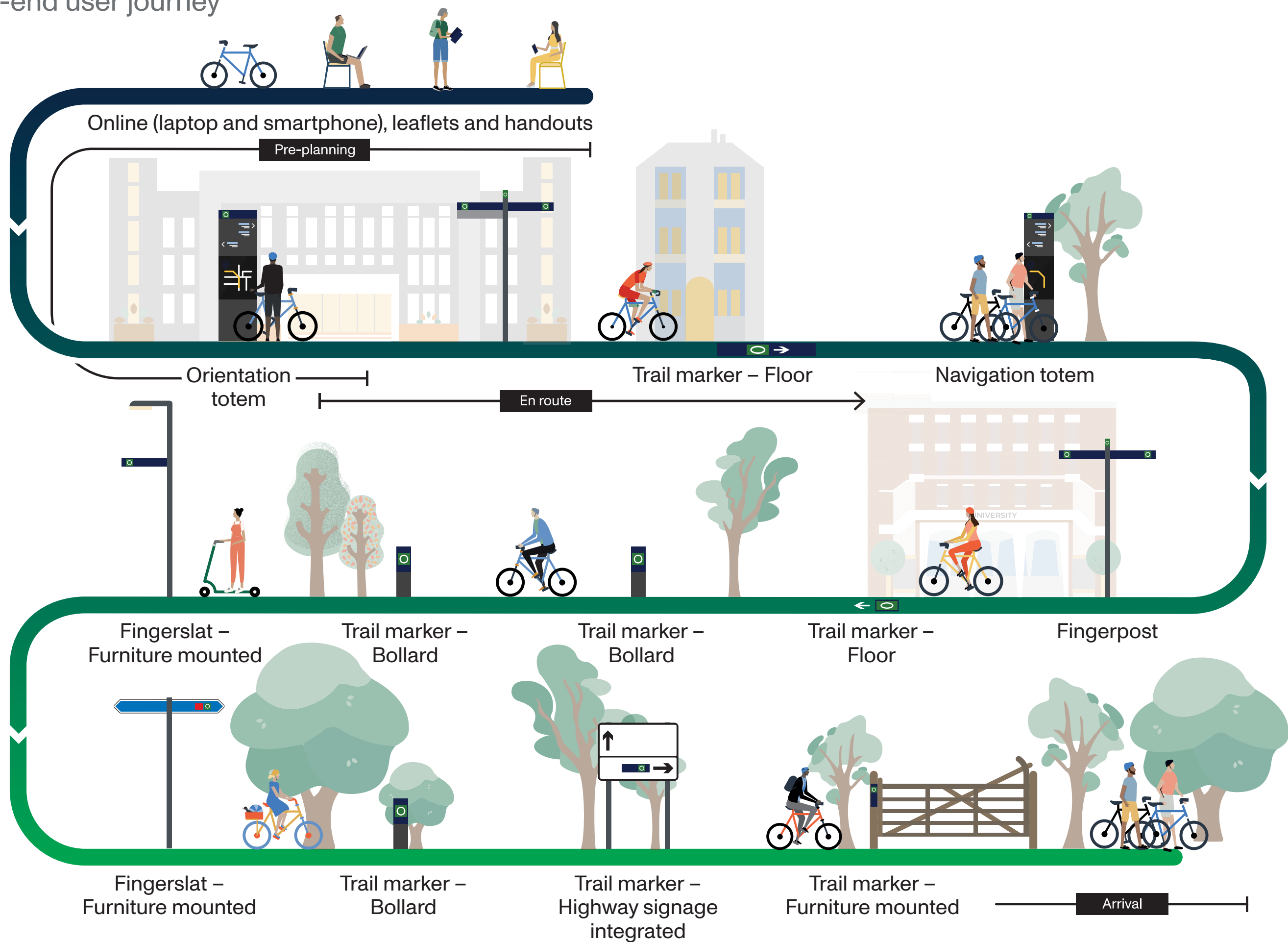
Oxford Greenways – Brand and wayfinding approach

Outline sign typology



Oxford Greenways – Brand and wayfinding approach

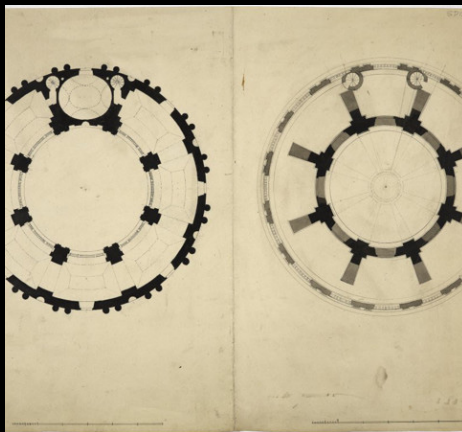
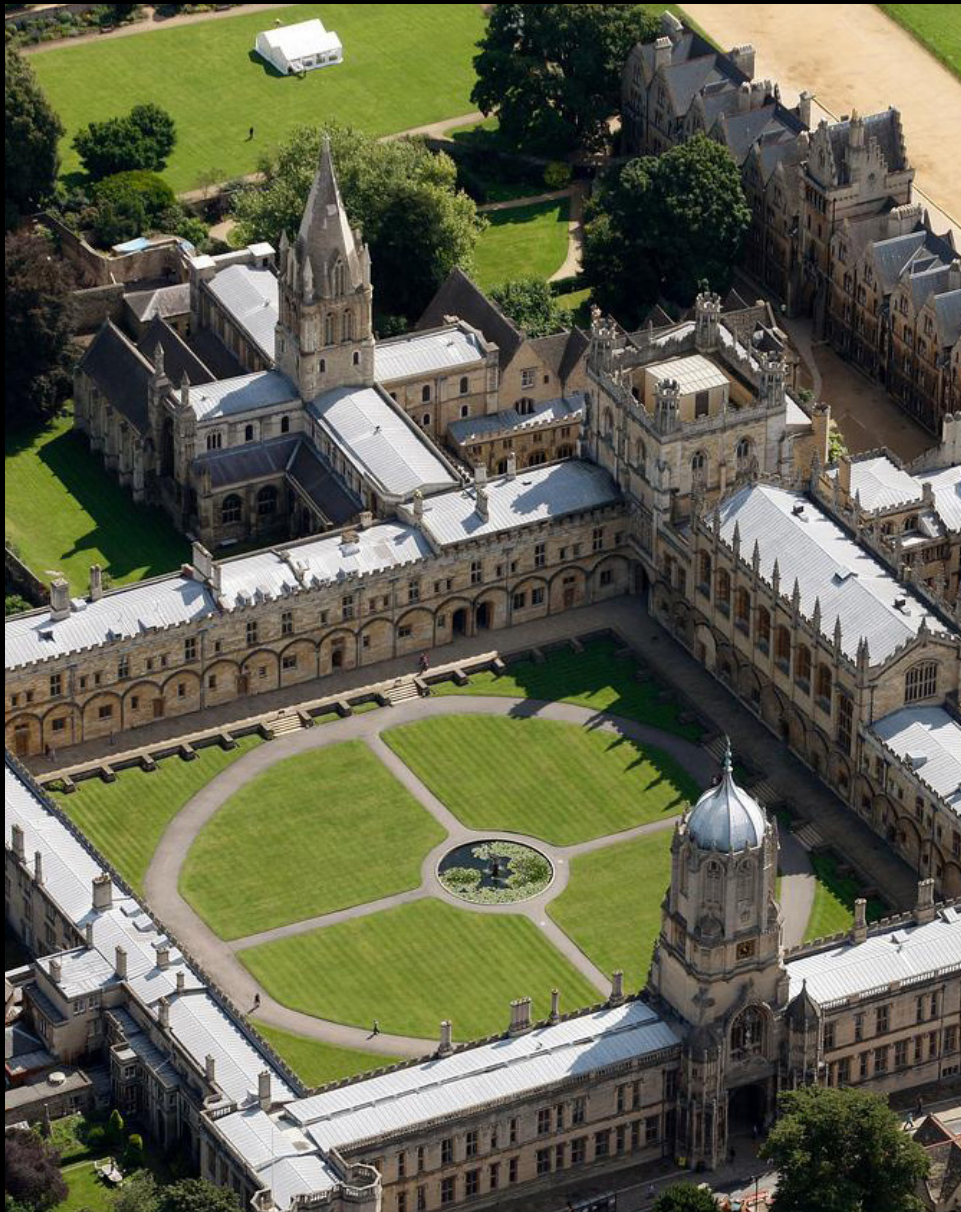
End-to-end user journey



Visual identity elements

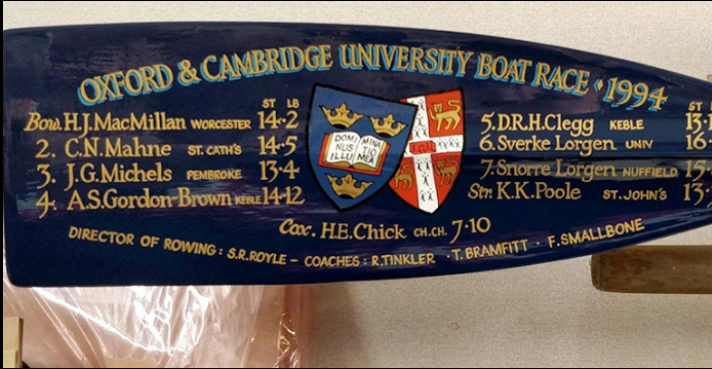
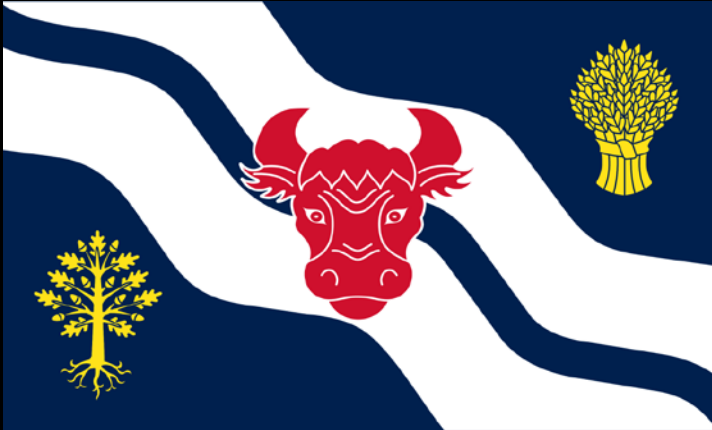
Oxford Greenways – Brand and wayfinding approach

The vibrant visual aesthetic of the city and county



Oxford Greenways – Brand and wayfinding approach

Colour palette



Primary
County Blue



Secondary
Arms Blue



Rolling Green



Blade Yellow



Oxford

Oxford

Oxford

Greenways

Greenways

Greenways

Display Font

- Expressive and characterful
- Legible at larger sizes
- Serif

Body Font

- Hard Working
- Legible at all sizes
- Sans Serif

A cohesive visual identity, reflective of the characteristics of the network, should be applied across the proposed sign typology.

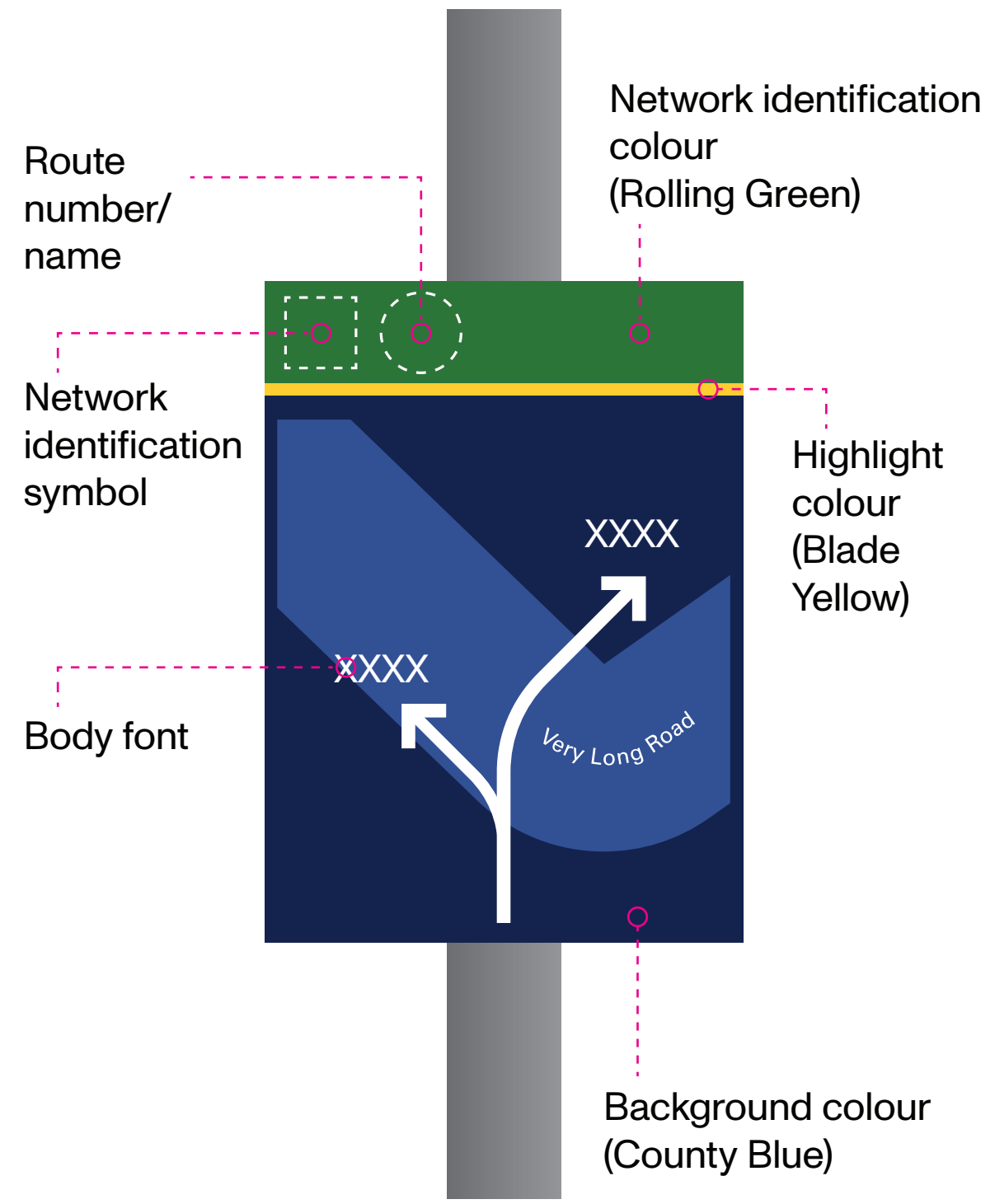
Oxford Greenways – Brand and wayfinding approach

Sign typology – Look and feel



Oxford Greenways – Brand and wayfinding approach

Junction sign in urban environment



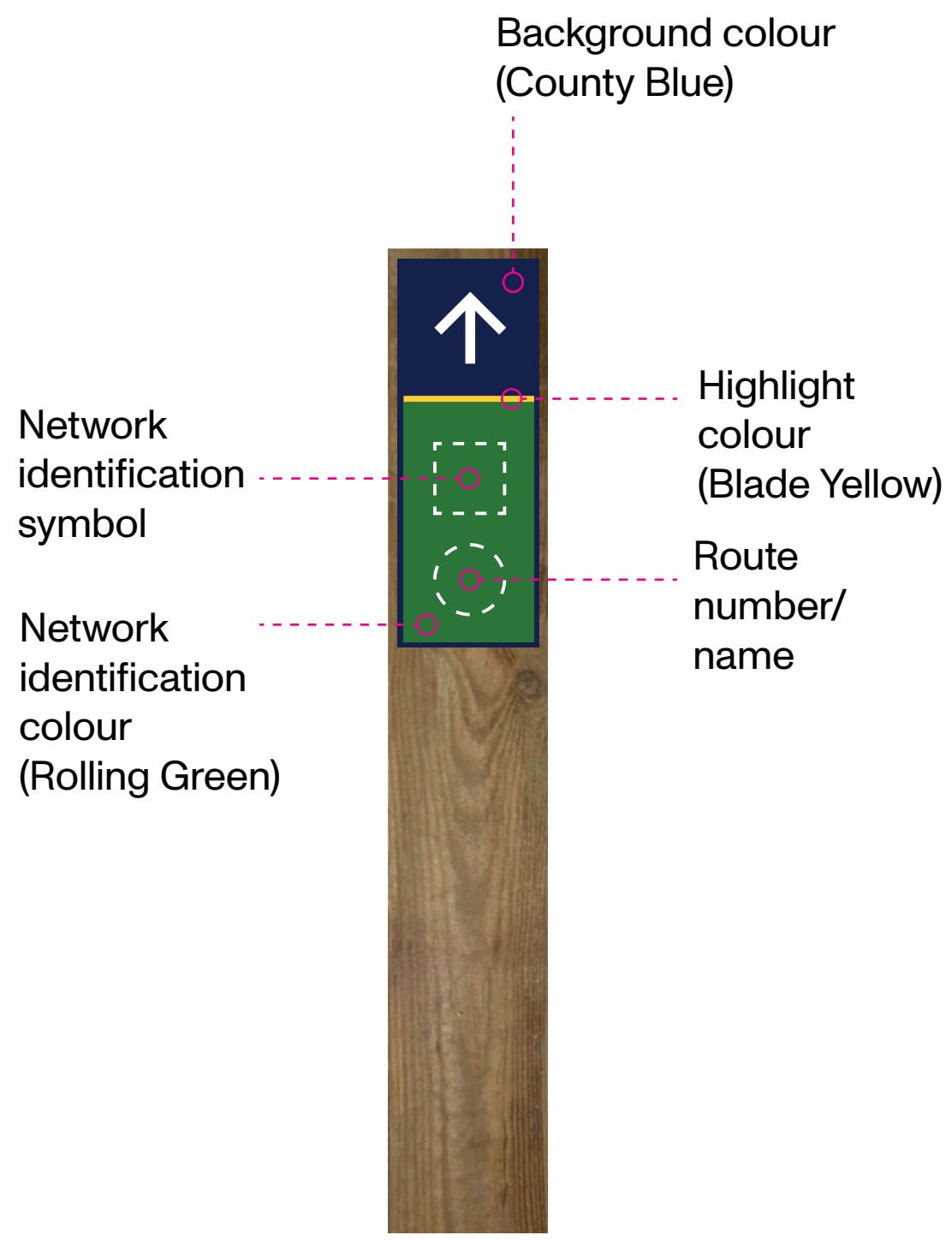
Junction sign detail



Junction sign in urban environment

Oxford Greenways – Brand and wayfinding approach

Interval marker sign in rural environment



Interval marker detail

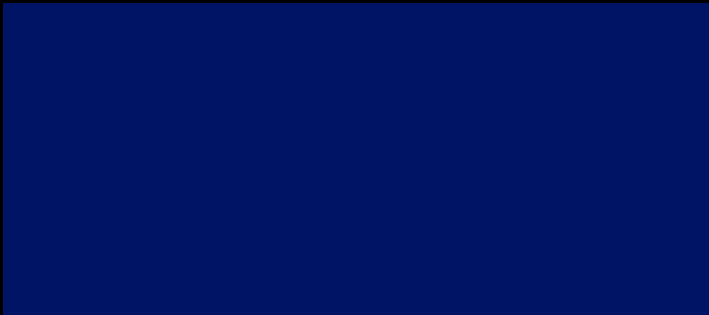


Interval marker in rural environment

Oxford Greenways – Brand and wayfinding approach

Summary of parts

County Blue



Arms Blue



Rolling Green



Blade Yellow



Typographic direction

Oxford
Oxford
Oxford

Display Font

- Expressive and characterful
- Legible at larger sizes
- Serif

Greenways
Greenways
Greenways

Body Font

- Hard Working
- Legible at all sizes
- Sans Serif

Sign typology look and feel



Strategic recommendations

- 1. Rationalise and consolidate all existing and future cycle routes** into a single named network; all routes to be subsumed under this network from an end-user information and visual communication perspective.
- 2. Formalise a unique brand identity for the network**, including a distinct logotype that can be applied directly to new and existing sign products.
- 3. Conduct nomenclature/coding study** to determine how best to name defined routes along the network, with consideration on how any ‘retained’ names will be integrated (e.g. NCN), and which others can be removed/superseded altogether.
- 4. Develop full sign typology and guidelines for new and updated signage**, including content, product and graphic specifications; integration and alignment with existing pedestrian/public transport wayfinding systems is recommended to support seamless and informed multi-modal journeys.
- 5. Supplement signage strategy with wider multimedia tools** including online journey planning resources and personalised smartphone applications etc.

Thank you.

Maynard.

Australia · Aotearoa | New Zealand · United Kingdom
maynard-design.com