

## Ordinary meeting of Council

Monday 2<sup>nd</sup> September 2019 at 7.30pm

Main Hall, Didcot Civic Hall



## Addendum to the Minutes

Amended response to the Petition regarding the parking problems in Didcot:

- i) Didcot Town Council is sympathetic to the principle of residents parking schemes as one of a number of aspects of civil parking enforcement. However, the problems of parking across the town and their associated solutions are varied. Didcot Town Council will seek to support the application of appropriate measures in the future on a street by street basis, taking into consideration the needs and views of residents.
- ii) Although the implementation of civil parking enforcement falls within the remit of South Oxfordshire District Council, Didcot Town Council will seek, in light of the particular pressures it faces, to speed up the process locally by speaking to district councillors.
- iii) The Town Council agrees that any civil parking enforcement scheme should aim to respect the needs of residents and their visitors, be reasonable in cost, allow flexible short term parking in the town. In addition to this, the Town Council wishes to recognise the particular importance of parking for businesses, and the impact that the current situation is having on them. Didcot Town Council also seeks to ensure that civil parking enforcement encourages visitors to Didcot, and supports the needs of businesses and their workers.
- iv) Whilst the Town Council is keen to ensure that residents are consulted about civil parking enforcement throughout all phases, how precisely it intends to do that will vary significantly depending on how it progresses.

## Flag Flying Policy

### Introduction

1. The Town Council has a flag pole situated outside the Civic Hall, looking over Broadway.
2. Flags may be flown for a variety of reasons, most commonly showing allegiance, support, or respect and to celebrate

### Which flags will the Council fly and when?

3. The Town Council agrees to fly flags according to its Flag-Flying Schedule without any further permission requiring to be sought.
4. Flags may be flown for occasions other than those in the flag-flying schedule but permission to do so must be sought in writing from the Environment Committee. In making its decision, the Committee will be mindful of any relevant Planning considerations.
5. Urgent situations, such as a significant national or local tragedy, for which waiting for a Committee decision will have a significantly deleterious effect on flying the flag, the matter will be dealt with under the Standing Orders for the delegation of urgent matters.
6. Only one flag may be flown at one time; where there is a conflict between dates the following rules shall apply in order to determine:
  - The Union Flag shall have priority over other flags
  - Flags on the Council's Schedule will have priority over other flags
  - Flags flown for a single day shall have priority over those flying for a longer period

### What will the Council do when it flies a flag?

7. Flags will be flown during the day but will not be flown overnight.
8. Flags will be flown at full mast unless specified to do otherwise. Flags flown under delegated authority will be at the discretion of the decision-makers whether to fly at full or half-mast.
9. It is advised that Council publicise via social media and its website the fact of its flag flying and the reasons for doing so.

## Proposed Flag-Flying Schedule

<b>Event</b>	<b>Date</b>	<b>Flag</b>
Oxfordshire Pride	June	Rainbow
Merchant Navy Day	3 <sup>rd</sup> Sept	Red Ensign
Remembrance Day and Remembrance Sunday (if different)	11 <sup>th</sup> Nov	Union Flag
International Women's Day	March 8 <sup>th</sup>	Town Council flag
Twin Town (Bastille Day)	On Twinning visits	French Flag
Twin Town (German Unity Day)	On Twinning visits	German Flag
Armed Forces Day	29 <sup>th</sup> June	Union Flag
VE Day	8 <sup>th</sup> May	Union

See overleaf for the list of payments made in June and July 2019 as approved at Council on 2<sup>nd</sup> September 2019



## Payments for June 2019

### List of supplier direct debit payments

Pitney Bowes	100.00	Postage
SODC	675.00	Office Rates
SODC	55.00	Cemetery Rates
Lex Auto	318.94	Ford Ranger Pick Up
Barclaycard	70.97	PDQ Machine
Bank Charges	53.54	Civic Hall Bank Charges
Allotment Refund	10.00	Overpaid Allotment Plot
Castle Water	11.32	Loyd Rec Pavilion Water Charges
Castle Water	12.71	Cemetery Water Charges
Castle Water	22.78	Edmonds Park Water Charges
Castle Water	37.26	Wantage Road Allotment Site
Castle Water	58.59	Cockcroft Allotments Site
Barclaycard Merchant	104.07	PDQ Machine Charges for Civic Hall
Arval	408.00	Nissan Tipper
Matthew Clark	1,332.68	Bar Purchases for Civic Hall
BT	525.70	Office Telephone
HMRC	6,694.77	PAYE/NI
OCC	7,462.64	Pension Contributions
BT	170.45	Telephone Charges for Civic Hall
Pitney Bowes	150.00	Postage
Midcounties Co-op	527.48	Vehicle & Machinery Fuel
Paypal	71.02	Decoration for Civic Hall
Matthew Clark	309.21	Bar Purchases for Civic Hall
CNH Industrial	425.77	Ransomes HR300 Rotary Mower
Hitachi Capital	548.25	Ransomes Parkway 3 Mower
BT	48.80	Edmonds Park Telephone
Net Salaries	27,963.20	Net Salaries
	<b><u>£ 48,168.15</u></b>	

### List of Supplier Cheque Payments

Petty Cash	482.40	Petty Items
	<b><u>£ 482.40</u></b>	

### List of Supplier BACS Payments

Baqu	1,320.00	Surveyor Fees, Depot Edmonds Park
Didcot Plant Hire	67.56	Hire of Rotovator
Didcot Plant Hire	85.46	Hire of Differ Mereland Rd Allotments
Didcot Civic Hall	196.12	Room Hire
Direct 365	121.00	Electric Hand Dryers Service for Civic Hall
Domestic Appliance Service	60.00	Dishwater Repairs
Espo	116.40	Vacuum Cleaner
Espo	75.01	Signage and First Aid Kit
Ecoclean Services Ltd	24.00	Extra Cleaning Service for Civic Hall
GAPTC	40.00	Clerks Training
GB Drainage	125.00	Unblock Drain in Civic Hall Kitchen
GEC Electrical	2,077.12	Maintenance Repairs for Civic Hall
GEC Electrical	72.00	Emergency Light Testing for Civic Hall
Grundon Waste	284.04	Waste Wheelers for Civic Hall
Hobbycraft	131.70	Room Decoration for Civic Hall
Microshade	148.68	Hosting of RBS/Accounts

Microshade	98.70	Hosting Bookings for Civic Hall
Marketing to Go	250.00	Advertisement for Civic Hall
Millbrook Property Services	300.00	Window Cleaning for Civic Hall
Newsquest	420.00	Advertisement for Civic Hall
Nisbets	43.62	Cleaning Materials for Civic Hall
Nisbets	-	Returned Shelf Unit for Civic Hall
Nisbets	62.61	Takeaway Cups for Civic Hall
Nisbets	120.91	Flute Glasses for Civic Hall
Seldram Supplies	46.37	Cleaning Materials for Depot
Playsafety Ltd	788.00	ROSPA Training
PSB Consulting	1,150.80	Engineer, Depot, Edmonds Park
Rialtas Business	348.00	Cemetery Software Maintenance
RC Smith Plants	1,247.40	Summer Bedding Plants
RPA Architects Ltd	2,100.00	Architects Fees, Depot, Edmonds Park
Raymond Brown	288.00	Skip Hire Broadway Allotments
Raymond Brown	798.00	Skip Hire Edmonds Park Football Tournament
Raymond Brown	592.18	Top Soil for Seeding at Edmonds Park
Raymond Brown	288.00	Skip Hire New Road Allotments
Mr T Rudge	284.22	Vehicle Damage (Reimbursement)
Red Box Fire Control	453.24	Annual Fire Equipment Inspection at Civic Hall
Red Box Fire Control	76.80	Double Extinguisher Stand at Civic Hall
Round and About	330.00	Events Advertisement for Civic Hall
SODC	1,612.20	Internal Audit Fees
Specsavers	136.00	Eye Test
Sun Water	27.90	Water Cooler
Seldram Supplies	182.88	Toilet Rolls and Hand Towels for Civic Hall
Shire Pest Solutions	33.50	Rodent Control at the Skate Park
Mr A Silva	72.00	Website Hosting (Reimbursement)
Travis Perkins	71.64	Bolts/Tarmac Re-Fitting Bench
Travis Perkins	64.94	Bolts/Resin for Bench Fitting
The Grounds Care Group	5,478.74	Highway Verge Grass Cutting
Time 2 Bounce	240.00	Bouncy Castle Hire for Civic Hall
TMS Local Handyman	2,750.00	Building of Outdoor Bar in the Civic Hall Garden
Triumph	118.80	IT Maintenance TOD
Triumph	120.00	IT Services for Civic Hall
Triumph	286.80	IT Network Contract
FCC Waste	91.20	Green Waste Disposal
FCC Waste	182.40	Green Waste Disposal
	<b><u>£ 26,343.95</u></b>	

# Payments for July 2019

## List of supplier direct debit payments

SODC	675.00	Office Rates
SODC	55.00	Cemetery Rates
Lex Auto	318.94	Ford Ranger Pick Up
Siemens Financial Services	177.60	Franking Machine
SSE Electric	48.45	Loyd Rec Pavilion Electric
Barclaycard	49.76	PDQ Machine
Arval	408.00	Nissan Tipper
Pitney Bowes	100.00	Postage
Castle Water	56.70	Cockcroft Allotment
Castle Water	12.73	Pavilion Water
Castle Water	36.06	Wantage Road Allotments
Castle Water	12.30	Cemetery Water
Castle Water	22.04	Edmonds Park Water
Castle Water	18.26	Mereland Road Allotments
Midcounties Co-op	1,068.25	Vehicle & Machinery Fuel
HMRC	8,477.64	PAYE/NI
OCC Pensions	8,647.75	Pension Contributions
Net Salaries	29,217.12	Net Salaries
Hitachi Capital	548.25	Ransomes Parkway 3 Mower
CNH Industrial	425.77	Ransomes HR300 Rotary Mower
	<b><u>£ 50,375.62</u></b>	

## List of Supplier BACS Payments

The National Allotment Society	66.00	Annual Membership
Andrews Sykes	1,000.80	Hire of Diesel Pump for Lakes
Baqus	1,320.00	Contract Service Depot at Ed Park
Bondright Roofing Services	638.40	Willowbrook Roof Repair
Calber	129.60	Gate Security at Edmonds Park
Didcot Plant	194.40	Fence for Edmonds Park Play Area
Didcot Plant	206.64	Road Closure Equipment for Fun Run
Didcot Civic Hall	210.50	Room Hire
Didcot Civic Hall	30.00	Room Hire
Mr A Dearlove	3,000.00	Mayoral Allowance
Espo	207.60	Kitchen Utensils for New Depot
Espo	129.60	Notice Boards for Depot
Ellis Whittham	788.40	E Learning Module
Mr Edward Edmonds	110.00	Insurance Excess for Car Windscreen
Ecoclean Services Ltd	373.62	July Office Cleaning
Ecoclean Services Ltd	1,120.86	April/May/June Office Cleaning
Harwell School Association	826.00	Grant
Lyreco	478.68	Stationery
LGRC	6,109.98	Locum Town Clerk
Millhill Tools	26.47	Marker Spray & Hand Towels
Millhill Tools	58.64	Tools and Materials
Millhill Tools	19.13	Drill Bits & Socket Adaptor
Millhill Tools	5.99	Repair to Hole in Pavilion Wall
Millhill Tools	18.19	Replacement Lock
Millhill Tools	51.98	Strimmer Heads
Millhill Tools	47.04	Lock and Chain Smallbones Rec
Millhill Tools	10.00	Set of Chainsaw Files
Millhill Tools	2.62	Sealant for Wooden Platform
Microshade	148.68	Hosting of RBS
OALC	102.00	Member Training
Opus Energy	15.66	Edmonds Park Pavilion
Opus Energy	9.78	Storage Block at Edmonds Park
Re Vamp	40.00	Keys for Depot
Raymond Brown	432.00	Skip Exchange Edmonds Park

Specsavers	350.00	Eyecare - Health & Safety
Spaldings	231.00	Replacement Stihl Blower
Sun Water	33.00	Water for Cooler
Seldram Supplies	322.01	Clothing & Cleaning Materials
Shire Pest Solutions	67.00	Pest Control at Skate park
Shire Pest Solutions	38.00	Rodent Control at Lakes
Travis Perkins	61.35	Repair to Smallbones Play Equipment
Travis Perkins	58.74	Repair to Smallbones Play Equipment
Travis Perkins	37.66	Boards for Holding Pumps at Lakes
Triumph Technologies	286.80	IT Network Contract
Triumph Technologies	118.80	TOD IT Services
Turney Groundforce	586.17	Repairs to Iseki Tractor
The Grounds Care Group	3,652.50	Cut 3 of 7 Highway Verges
Thomas Cleary & Sons	7,236.00	Flooring Replacement in Civic Hall
Thames Valley Police Authority	4,624.25	Q1 PCSO Funding
	<b><u>£ 35,632.54</u></b>	

#### List of Supplier Cheque Payments

Wooldridge and Simpson	118,600.80	Edmonds Park Depot Contractor
	<b><u>£ 118,600.80</u></b>	