

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

Council members are hereby summoned to attend the Annual Council Meeting on Tuesday 02 May 2023 at 7.30 pm, at Spelsbury Memorial Hall

Please inform the Clerk if you are unable to attend.

Anne Ogilvie

Anne Ogilvie - Spelsbury Parish Clerk

25 April 2023

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960

Agenda

1. To elect the Chairman of the Council
2. To receive Acceptance of Office of the Chairman
3. Welcome by the Chairman
4. To elect the Vice-Chairman of the Council
5. To receive Acceptance of Office of the Vice-Chairman
6. To receive apologies for absence
7. To approve and sign the minutes of the meeting on 07 March 2023
8. To receive declarations of interest from Members regarding items on the agenda
9. Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council, or request the inclusion of an item on a future agenda. In accordance with Standing Orders, this will not exceed 20 minutes in total and 2 minutes per person.
10. To create committees to carry out Council business and agree terms of reference
11. To appoint members to serve on the committees
12. To review the existing working groups and review their terms of reference
13. To create new working groups to carry out Council business and agree terms of reference
14. To appoint members to serve on the working groups
15. To appoint lead councillors and agree terms of reference
16. To review delegation arrangements with external committees and other local authorities
17. To review arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses

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18. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate
19. To review and approve the inventory of land owned or maintained by the Council
20. To review and approve the asset register
21. To review and approve delegation arrangements to officers
22. To review and adopt the Standing Orders
23. To review and adopt the Financial Regulations
24. To review and approve the Council's complaints procedures
25. To review and approve the dates of review of all Council policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures
26. To approve the Councillor Code of Conduct
27. To review and approve the Council insurance policy and renewal agreement
28. To review and approve the Council and staff subscriptions and memberships to other bodies
29. To review and approve maintenance and administration contracts and agreements, and agree actions
30. To approve the Scheduled Payments List and suppliers for the year to May 2024
31. To approve the direct debits and standing orders for the year to May 2024
32. To determine the time and place of ordinary meetings of the Council and its committees up to and including that next Annual Council Meeting
33. To review and approve the Action Plan for 2023-2024
34. To receive reports from County and District Councillors
35. To receive and comment on the Clerk's report
36. Planning and enforcement
 - a. Any planning applications received before the date of the meeting
 - b. Update of previous planning applications and enforcement actions
37. Business items
 - a. To receive an update from the Climate Emergency working group and agree actions
 - b. To receive an update from the Parish Plan working group and agree actions
 - c. To consider making an application to the OCC Councillor Priority Fund for a speed indication device and agree actions
 - d. To confirm the engagement of the Charlbury Garden Company to undertake the 2023 season grounds maintenance of the Spelsbury playground
 - e. To receive an update regarding the parish dog bins and agree actions
 - f. To receive the playground inspection report and agree actions
 - g. To note that the insurance renewal is due on 01 June 2023 and agree actions
 - h. To note that the Council will need to meet before 30 June to approve the AGAR and end of year financial documents
 - i. To consider allowing Cllr Beacham a login and password to access the council website, and permit him to use the website to host parish magazine articles and photos

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38. Finance
 - a. To ratify the expenditure since last meeting
 - b. To approve the current expenditure
 - c. To instruct the bank signatories to sign approved payments or process approved payments as appropriate
 - d. To note monies received
 - e. To receive the update of current status of bank accounts
 - f. To approve the bank reconciliation
 - g. To approve the finance update
39. To receive items for information only
40. To receive requests for motions for the next agenda, and to note that motions and background papers (including quotations) for the next agenda must be received by the Clerk at least one week before the next meeting
41. Next meeting – to note date, time and venue of the next meeting
42. To consider whether to resolve under Section 1(2) of the Public Bodies (Admissions to Meetings Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item
43. To receive the report from the staff appraisal and agree actions (deferred from 07 March 2023 meeting)