

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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Council members are hereby summoned to attend the Parish Council Meeting on Tuesday 09 January 2024 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

03 January 2024

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. Welcome by the Chairman
2. To receive apologies for absence
3. To approve and sign the minutes of the meeting on 07 November 2023
4. To receive declarations of interest from Members regarding items on the agenda
5. 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.
6. To receive reports from County and District Councillors
7. To receive and comment on the Clerk's report
8. Planning and enforcement
  - a. Any planning applications received before the date of the meeting
  - b. Update of previous planning applications and enforcement actions
9. 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 receive the playground inspection report and agree actions
  - d. To consider the draft OCC Oxfordshire Councils Charter and agree actions
  - e. To consider sending a representative to WODC's Oxfordshire Councils charter meeting on 06 February and agree actions
  - f. To consider the Parish Council's further representation to OCC regarding pedestrian safety in Spelsbury and agree actions

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10. Action Plan, Budget and Precept
  - a. To consider the draft Action Plan for 2024-2025 and agree actions
  - b. To consider the draft budget for 2024-2025 and agree actions
  - c. To agree the precept for the financial year beginning 01 April 2024
11. Finance and administration
  - a. To ratify the expenditure since last meeting
  - b. To approve the current expenditure
  - c. To instruct the bank signatories to process approved payments
  - 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
  - h. To approve the budget update
  - i. To approve the earmarked and general reserves
  - k. To review and approve the Grants and Donations Policy
  - l. To review and approve the Business Continuity Policy
  - m. To review and approve the Community Engagement Policy
  - n. To review and approve the Term of Office of Chairman Policy
  - o. To review and approve the Internet Banking Payment Procedure
  - p. To review and approve the Internal Financial Control Policy
  - q. To organise the Clerk's annual appraisal
12. To receive items for information only
13. 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
14. Next meeting – to note date, time and venue of the next meeting