

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

Council members are hereby summoned to attend the Parish Council Meeting on Tuesday 07 May 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

30 April 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. To elect the Chair of the Council
2. To receive the Acceptance of Office from the Chair
3. Welcome by the Chairman
4. To elect the Vice-Chair of the Council
5. To receive the Acceptance of Office from the Vice-Chair
6. To approve the signing of the Declaration of Acceptance of councillors who are unable to attend the meeting by 31 May 2024
7. To consider co-option to fill the vacancies on the parish council due to insufficient candidates at the election held on 02 May 2024, in accordance with the Representation of the Peoples Act 1985, s21. To note that the Council is required to co-opt two people to fill the remaining vacancies within 35 days of the date of the election (24 June 2024). To note that if the Council does not co-opt by that date the District Council has the power to order a further election
8. To receive apologies for absence
9. To approve and sign the minutes of the meeting on 05 March 2024
10. To receive declarations of interest from Members regarding items on the agenda
11. 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.
12. To receive reports from County and District Councillors

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13. To approve that from 07 May 2024 until the next relevant Annual Meeting of the Council, that the council is eligible to use and adopt the General Power of Competence (Localism Act 2011, ss1-8) as the number of members elected at the 2024 ordinary election was two-thirds of the total number of seats on the council, and the council has a qualified Clerk as defined by The Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012, sch 2
14. To create committees to carry out Council business and agree terms of reference
15. To appoint members to serve on the committees
16. To review existing working groups and review their terms of reference
17. To create new working groups to carry out Council business and agree terms of reference
18. To appoint members to serve on the working groups
19. To appoint lead councillors and agree their terms of reference
20. To review delegation arrangements with external committees and other local authorities
21. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
22. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint Council representatives as appropriate
23. To review and approve the delegation arrangements to officers
24. To review and approve the inventory of land owned or maintained by the Council
25. To review and approve the asset register
26. To review and approve the Standing Orders
27. To review and approve the Financial Regulations
28. To review and approve the Council's complaints procedures
29. 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
30. To approve the Councillor Code of Conduct
31. To review and approve the Council's insurance policy and renewal agreement
32. To review and approve the Council and staff subscriptions and memberships to other bodies
33. To review and approve the maintenance and administration contracts and agreements, and agree actions
34. To approve the Scheduled Payments List and suppliers for the year to May 2025
35. To approve the direct debits and standing orders for the year to May 2025
36. To review and approve the system for managing grants and donations for the year to 31 March 2025
37. To determine the time and place of ordinary meetings of the Council and its committees up to and including the next Annual Council Meeting
38. To review and approve the Action Plan for 2024-2025

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39. To agree the Council project list and priorities for 2024-2025
40. To ratify the appointment of Jane Olds as the internal auditor for 2023-2024
41. To consider internal auditor arrangement for the current financial year
42. To receive and comment on the RFO's review of the annual accounts to 31 March 2024
43. To approve the Statement of Accounts to 31 March 2024
44. To approve the bank reconciliation to 31 March 2024
45. To receive and comment on the internal audit report for the year ending 31 March 2024
46. To approve and sign the Annual Governance Statement for the year ending 31 March 2024
47. To approve and sign the Accounting Statements for the year ending 31 March 2024
48. To approve the Certificate of Exemption – AGAR 2023-2024
49. To set the date for the commencement of the Exercise of Public Rights
50. To receive and comment on the Clerk's report

Planning and enforcement

51. Any planning applications received before the date of the meeting
52. To receive an update of previous planning applications and enforcement actions

Playground

53. To receive the playground inspection report and agree actions
54. To confirm the engagement of the Charlbury Garden Company to undertake the 2023 season grounds maintenance of the Spelsbury playground

Parish Maintenance

55. To consider the management of the speed indication device and agree actions

Community

56. To note that the Annual Parish Meeting will take place on Thursday 21 May, 7pm, at Spelsbury Memorial Hall, hosted by the Chair of the Council
57. To consider the suggestion raised at the March council meeting that a "Pub for a day" is set up at the Memorial Hall to commemorate the 100th anniversary of the fire which destroyed the Chequers Inn, and agree actions

Finance and administration

58. To ratify the expenditure since the last meeting
59. To approve the current expenditure
60. To instruct the current bank signatories to process the approved payments
61. To note the monies received
62. To receive the update of the current status of the bank accounts
63. To approve new signatories for the Unity Trust Bank account
64. To approve the removal of signatories from the Unity Trust Bank account
65. To approve the bank reconciliation

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66. To approve the finance update
67. To approve the budget update
68. To approve earmarked and general reserves for 2024
69. To receive the internal financial check report from the check carried out on 05 April 2024 and agree actions
70. To consider training options for councillors and the Clerk and agree actions
71. To consider subscribing to Parish Online mapping software and agree actions

Correspondence and information

72. To receive items for information only

Next meeting

73. 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
74. Next meeting – to note date, time and venue of the next meeting

Confidential

75. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission 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
76. To receive the report from the staff appraisal and agree actions