

# South Hinksey Parish Council

<https://southhinksey.org/parish-council/>

The 2018 Annual Meeting of the Council is on  
**Monday 14<sup>th</sup> May 2018 at 7.30pm**  
at **South Hinksey Village Hall**

Agenda	Led by	Time	Paper
<b><u>Procedural items</u></b>			
<b>1. Election of Chairman and Vice-Chairman for 2018-19</b> The Council will elect the Chairman and Vice-Chairman for the coming year	Chair	7:30	Verbal
<b>2. Declarations of Acceptance of Office</b> The Chairman and Vice-Chairman will sign declarations of acceptance of office	Clerk		Verbal
<b>3. Apologies</b>	Chair	7:35	Verbal
<b>4. Declarations of interest</b> Members will declare interests in agenda items that accord with the adopted Code of Conduct, and consider dispensation requests. This does not preclude any later declarations	Chair		Verbal
<b>5. Public questions, comments or representations</b> The Council will receive any comments or questions from members of the public. Individual comments should not exceed five minutes	Chair	7:40	Verbal
<b>6. Minutes of the April 2018 meeting</b> The Council will review and approve the minutes of the last Council meeting, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2018/05/20180409-shpc-draft-minutes.pdf">https://shinksey.files.wordpress.com/2018/05/20180409-shpc-draft-minutes.pdf</a>	Chair	7:45	Link
<b><u>Annual business items</u></b>			
<b>7. End year Bank Reconciliation 2017-18</b> The Council will approve the year end bank reconciliation for 2017-18, which has been checked and signed by Cllr Goodhead and can be viewed here: <a href="https://shinksey.files.wordpress.com/2018/04/bank-rec-signed.pdf">https://shinksey.files.wordpress.com/2018/04/bank-rec-signed.pdf</a>	Cllr Goodhead	7:50	Link


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<p><b>8. Annual Review of System of Internal Controls</b> The Council will consider the report of the annual review of its system of internal controls conducted by Cllr Goodhead, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2018/05/review-of-system-of-internal-controls-2018.pdf">https://shinksey.files.wordpress.com/2018/05/review-of-system-of-internal-controls-2018.pdf</a></p>	Cllr Goodhead	7:55	Link
<p><b>9. Annual Governance Questionnaire</b> The Council will consider the Chairman's Annual Governance Questionnaire, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2018/04/governance-questionnaire-2017-18.pdf">https://shinksey.files.wordpress.com/2018/04/governance-questionnaire-2017-18.pdf</a></p>	Chair	8:00	Link
<p><b>10. Standing Orders</b> The Council will amend or readopt its Standing Orders, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/standing-orders-2017-signed.pdf">https://shinksey.files.wordpress.com/2012/03/standing-orders-2017-signed.pdf</a></p>	Clerk	8:15	Link
<p><b>11. Financial Regulations</b> The Council will amend or readopt its Financial Regulations, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/financial-regulations-2017-signed.pdf">https://shinksey.files.wordpress.com/2012/03/financial-regulations-2017-signed.pdf</a></p>	Clerk	8:20	Link
<p><b>12. Guide to Information and Schedule of Fees</b> The Council will consider a Guide to Information and Schedule of Fees in line with the model scheme of publication for local councils published by the Information Commissioner's Office and adopted by the Council in May 2017 and based on the IO's template for parish councils. The Council's draft can be viewed here: <a href="https://shinksey.files.wordpress.com/2018/05/guide-to-information-and-schedule-of-fees-draft.pdf">https://shinksey.files.wordpress.com/2018/05/guide-to-information-and-schedule-of-fees-draft.pdf</a> The ICO's template can be accessed here: <a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/definition-documents/">https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/definition-documents/</a> The Council's current equivalent policy can be viewed here: <a 279="" 714="" 910="" 934"="" data-label="Text" href="https://shinksey.files.wordpress.com/2012/03/shpc-&lt;/a&gt;&lt;/p&gt;&lt;/td&gt;&lt;td&gt;Clerk&lt;/td&gt;&lt;td&gt;8:25&lt;/td&gt;&lt;td&gt;Link&lt;/td&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;&lt;/div&gt;&lt;div data-bbox="><p>20a Harley Road, Oxford, OX2 0HR</p></a></p>			

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[modelpublicationschemeinformation.pdf](#)

## 13. Code of Conduct

The Council will amend or readopt its Code of Conduct, which can be viewed here:

<https://shinksey.files.wordpress.com/2012/03/code-of-conduct-june-2012.pdf>

Clerk

8:30

Link

## 14. Burial Ground Rules and Regulations

The Council will amend or readopt the Rules and Regulations for its burial ground, which can be viewed here:

<https://shinksey.files.wordpress.com/2012/03/burial-ground-rules-march-2017.pdf>

Clerk

8:35

Link

## 15. Privacy Notice and Data Protection Policy

The Council will amend or readopt its Privacy Notice and Data Protection Policy, which can be viewed here:

<https://shinksey.files.wordpress.com/2018/01/privacy-notice-dec-2017-signed.pdf>

Clerk

8:40

Link

## 16. Records Management and Retention Policy

The Council will amend or readopt its Records Management and Retention Policy, which can be viewed here:

<https://shinksey.files.wordpress.com/2017/11/records-mgt-retentn-2017-signed.pdf>

Clerk

8:45

Link

## 17. Complaints Procedure

The Council will amend or readopt its Complaints Procedure, which can be viewed here:

<https://shinksey.files.wordpress.com/2012/03/complaints-procedure-updated.pdf>

Clerk

8:50

Link

## 18. Grant Award Policy and Procedures

The Council will amend or readopt its Grant Award Policy and Procedures, which can be viewed here:

<https://shinksey.files.wordpress.com/2018/05/grant-policy-and-procedure-readopted-apm-2017.pdf>

Clerk

8:55

Link

## 19. Annual subscriptions

The Council will decide whether to renew its annual subscriptions to the following:


a) Oxfordshire Association of Local Councils

Clerk

9:00

Verbal

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(£112.55 + VAT)

b) Oxford Green Belt Network (£15)

## 20. Insurance

The Council will agree its insurance cover for the twelve months commencing 1st June 2018. Details of the Council's current cover are attached.

Clerk

9:05

Attached

## Regular business items

## 21. Matters arising – April 2018 meeting

The Council will be updated on action points arising from the previous Council meeting

Chair

9:10

Verbal

## 22. Finance – payments and receipts

The Council will review and authorise the payments below:

a) The Westwood Hotel, £67.85, venue hire for April 2018 Council Meeting

Clerk

9:20

Verbal

b) Vale of White Horse District Council, £294.24, burial ground business rates 2015-19

and any others arising since the last Council meeting and be informed of all receipts

## 23. County Councillor's report

County  
Cllr

9:25

Verbal

## 24. District Councillors' report

Cllr Debby Hallett and Cllr Emily Smith, Vale of White Horse councillors for Botley and Sunningwell ward, publish a monthly report to parish councils which can be viewed here: <http://cllrdebbyhallett.com/district-councillor-reports/>

District  
Cllrs

9:30

Link

## 25. Planning applications

The Council will agree its response to the planning application below and any others received in advance of the meeting:

a) 8 St Lawrence Road: raised first floor roof, extended front dormer and new roof to conservatory/garden room [P18/V0834/HH] [Consultation deadline 2<sup>nd</sup> May 2018]. Details of the application can be viewed here:

<http://www.whitehorsedc.gov.uk/java/support/Main>

Chair

9:35

Link

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[.jsp?MODULE=ApplicationDetails&REF=P18/V0834/HH](#)

## 26. Correspondence

The Council will receive all correspondence for information only. Correspondence requiring a Council decision will be listed separately below

Clerk 9:40 Verbal

## 27. Any other business

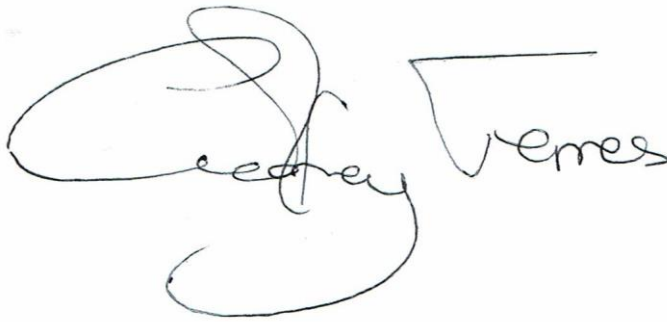
The Council will receive comments from members for information only. Any items requiring a decision from the Council are included separately on the agenda

Chair 9:45 Verbal

## 28. Feedback from members of the public

The Council will invite comments on items discussed during the meeting

Chair 9:50 Verbal



Signed: \_\_\_\_\_

Parish Clerk

Date: 8<sup>th</sup> May 2018

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