

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

The 2023 Annual Meeting of the Council is on
**Wednesday 10th May 2023 at 7pm in South
Hinksey Village Hall.**

Agenda	Led by	Time	Paper
<u>Procedural items</u>			
23/1 Election of Chairman for 2023-24 The Council will elect the Chairman for the coming year. The Chairman will then sign a declaration of acceptance of office.	Vice-Chair	7:00	Verbal
23/2 Election of Vice-Chairman for 2023-24 The Council will elect the Vice-Chairman for the coming year.	Chairman	7:05	Verbal
23/3 Apologies	Chairman	7:10	Verbal
23/4 Declarations of acceptance of office Newly re-elected members will sign declarations of acceptance of office.	Chairman		Verbal
23/5 Co-options The Council will, if it wishes, co-opt one or more eligible persons to fill one or both of the vacancies in the Hinksey Hill ward. The new member(s) will then sign a declaration of acceptance of office.	Chairman	7:15	Verbal
23/6 Declarations of interest 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.	Chairman	7:25	Verbal
23/7 Public questions, comments or representations The Council will receive any comments or questions from members of the public. Individual comments should not exceed five minutes.	Chairman	7:30	Verbal
23/8 Minutes of the last ordinary meeting The Council will review and approve the minutes of the Council's April meeting, which you can view on the Council's website here: Draft Minutes.	Chairman	7:35	Link

20a Harley Road, OXFORD, OX2 0HR

☎ 07419 991623, ✉ clerk@southhinksey-pc.gov.uk

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Urgent business items

23/9 Insurance

The Council will agree insurance cover for the twelve months commencing 1st June 2023.

Clerk

7:40

Verbal

23/10 Finance – payments and receipts

The Council will review and authorise the payments below:

- a) Oxford Direct Services Trading Ltd, £410, Allsworth, A interment fee
 - b) Oxfordshire Association of Local Councils, £132, Cemetery management training course for Clerk
 - c) Oxford Direct Services Trading Ltd, £410, Porter interment fee
- and any others arising since the last Council meeting and be informed of all receipts.

Clerk

7:45

Verbal

23/11 County Councillor's report

County
Cllr

7:50

Verbal

23/12 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 you can view here:

<http://cllrdebbyhallett.com/district-councillor-reports/>

District
Cllrs

7:55

Link

Annual business items

23/13 General Power of Competence

The Council will decide whether it meets the criteria for the General Power of Competence.

Chairman

8:00

Verbal

23/14 Year End Bank Reconciliation 2022-23

The Council will approve the end of year bank reconciliation for 2022-23, which you can view on the Council's website here: [Bank Rec.](#)

Chairman

8:10

Link

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23/15 Asset Register end year 2022-23 The Council will note the Asset Register as at end March 2023, which you can view on the Council's website here: Assets .	Chairman	8:15	Link
23/16 Financial Regulations The Council will amend or readopt its Financial Regulations, which you can view on the Council's website here: Regs .	Chairman	8:20	Link
23/17 Code of Conduct The Council will readopt the Oxfordshire Model Code of Conduct, which you can view on the Council's website here: Code .	Chairman	8:25	Link
23/18 Complaints Procedure The Council will amend or readopt its Complaints Procedure, which you can view on the Council's website here: Complaints .	Chairman	8:30	Link
23/19 Burial Ground Rules and Regulations The Council will amend or readopt the Rules and Regulations for its burial ground, which you can view on the Council's website here: Rules .	Chairman	8:35	Link
23/20 Privacy Notice and Data Protection Policy The Council will amend or readopt its Privacy Notice and Data Protection Policy, which you can view on the Council's website here: Privacy .	Chairman	8:40	Link
23/21 Records Management and Retention Policy The Council will amend or readopt its Records Management and Retention Policy, which you can view on the Council's website here: Records .	Chairman	8:45	Link
23/22 Guide to Information and Schedule of Fees The Council will amend or readopt its Guide to Information and Schedule of Fees, which you can view on the Council's website here: Guide .	Chairman	8:50	Link
23/23 Election of representatives The Council will appoint, if it wishes, the following: a) Planning Champion b) Community Action Group representative	Chairman	8:55	Verbal

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- c) Parish Transport Representative
- d) Botley Traffic Advisory Committee representative

23/24 Election of committees

The Council will appoint such committees as it wishes and appoint whomsoever it wishes to be a member of any committee

Chairman 9:00 Verbal

23/25 Annual Review of Systems of Internal Financial Control

The Council will consider the report of the Annual Review of the Council's Systems of Internal Control, which you can view on the Council's website here: [Internal Control](#).

Chairman 9:05 Link

23/26 Bank mandate

The Council will decide to either to confirm or change the bank mandate

Chairman 9:10 Verbal

23/27 Direct debits

The Council will either confirm or cancel its existing variable direct debit instructions:

- a) VoWHDC – burial ground business rates
- b) Oxford Direct Services Trading Ltd – monthly burial ground commercial waste charges
- c) Information Commissioner's Office – annual fee.

Chairman 9:15 Verbal

23/28 Standing Orders

The Council will either confirm or cancel its annual £3,000 standing order to Oxfordshire County Council to repay the cost of implementing a 30mph speed restriction on Hinksey Hill.

Chairman 9:20 Verbal

Audit 2022-23 items

(to be taken only if the Report of the Internal Auditor is received before the meeting)

23/29 Internal Audit Report 2022-23

The Council will receive the Internal Audit Report which forms page 3 of the Annual Governance and Accountability Return 2022-23 Part 3 and the full report, and decide how to address the recommendations it contains

Clerk 9:25 To follow

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23/30 Annual Governance Statement 2022-23

The Council will agree its responses to the questions in the Annual Governance Statement 2022-23, which you can view on the Council's website here: [Governance](#).

Chairman

9:30

Link

23/31 Accounts 2022-23

The Council will approve the Accounting Statements for 2022-23 prepared by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website here: [Statements](#).

Clerk

9:35

Link

Other urgent business items

23/32 Planning applications

The Council will agree its response to any planning application received in advance of the meeting.

Chairman

9:40

Verbal

23/33 Feedback from members of the public

The Council will invite comments on items discussed during the meeting.

Chairman

9:45

Verbal

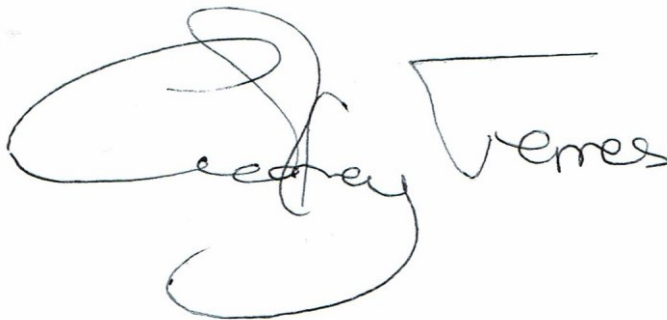
23/34 Reserved business: Clerk's contract

The Council will agree amendments to the Clerk's contract.

Chairman

9:50

Verbal



Signed: _____

Parish Clerk

Date: 26th April 2023

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