

Nuneham Courtenay Parish Council

The annual meeting of Nuneham Courtenay Parish Council is to be held on Tuesday 4th May 2021 at 7pm via Zoom using this link: [Zoom](#) (You may require a password, which you can obtain from the Clerk)

Agenda

Annual Meeting Business

- 21/1 Election of Chair for 2020-21
The Chair will then sign a declaration of acceptance of office
- 21/2 Election of Vice-Chair for 2020-21
The Vice-Chair will then sign a declaration of acceptance of office
- 21/3 Co-option to fill vacancy
The Council will, if it wishes, co-opt an elector to fill the current vacancy. The new member will then sign a declaration of acceptance of office
- 21/4 Apologies for absence
So far: Akshay Morye
- 21/5 Declarations of interest
- 21/6 Approval of the minutes of the last ordinary Council Meeting held on 2nd March 2021. You can view the draft minutes on the Council's website
- 21/7 Standing Orders
The Council will amend or re-adopt its Standing Orders. The existing Standing Orders can be viewed here: [Standing Orders](#)
- 21/8 Financial Regulations
The Clerk recommends that the Council amend or adopt the latest version of the model Financial Regulations issued by the National Association of Local Councils which he has attempted to adapt to the circumstances of this parish. The Clerk's draft Financial Regulations can be viewed here: [Draft Regs](#)
- 21/9 Code of Conduct
The Council will amend or re-adopt its Code of Conduct. The existing Code of Conduct can be viewed here: [Code](#)

Nuneham Courtenay Parish Council

- 21/10 Complaints Procedure
The Council will amend or re-adopt its Complaints Procedure. The existing Complaints Procedure can be viewed here: [Complaints](#)
- 21/11 Grants Policy
The Council will amend or re-adopt its Grants Policy. The existing Grants Policy can be viewed here: [Grants](#)
- 21/12 Employee Salary Procedure
The Council will amend or re-adopt its Procedure for the Payment of Salary of Council Employees. The existing procedure can be viewed here: [Procedure](#)
- 21/13 Privacy Notice (and Data Protection Policy)
The Council will amend or re-adopt its Privacy Notice (and Data Protection Policy). The existing Privacy Notice can be viewed here: [Privacy](#)
- 21/14 Guide to Information and Schedule of Fees
The Council will amend or re-adopt its Guide to Information and Schedule of Fees. The existing Guide to Information and Schedule of Fees can be viewed here: [Guide](#)
- 21/15 Records Management and Retention Policy
The Council will approve a Records Management and Retention Policy. A draft policy prepared by the Clerk can be viewed here: [Records](#)
- 21/16 Register of Assets
The Council will amend or approve a draft Register of Assets put forward by the Clerk in his capacity as Responsible Financial Officer, which can be viewed here: [Assets](#)
- 21/17 Risk Assessment
The Council will amend or re-adopt its Risk Assessment. The existing Risk Assessment can be viewed here: [Risk](#)
- 21/18 End of Year Bank Reconciliation
The Council will note the bank reconciliation at the end of the financial year presented by the Clerk in his capacity as Responsible Financial Officer, which can be viewed here: [Bank Rec](#)

Nuneham Courtenay Parish Council

- 21/19 Corporate Governance Questionnaire 2020-21
The Council will note the Corporate Governance Questionnaire signed by the Chair to be submitted to the Internal Auditor
- 21/20 Annual Governance Statement 2020-21
The Council will approve its responses to the Annual Governance Statement 2020-21. A blank copy of the statement can be viewed here: [Statement](#)
A copy of the 2020-21 edition of Governance and Accountability for Smaller Authorities in England issued by the Joint Panel on Accountability and Governance (JPAG) can be viewed here: [JPAG](#)
- 21/21 Accounts 2020-21
The Council will approve unaudited Accounting Statements for 2020-21 prepared by the Clerk in his capacity as Responsible Financial Officer, which can be viewed here: [Statements](#)
Full unaudited accounts for 2020-21 prepared by the Clerk in his capacity as Responsible Financial Officer can be viewed here: [Provisional Accounts](#)
- 21/22 Bank Mandate
The Council will either confirm or decide to amend the bank mandate, which currently includes the Chair, the Vice-Chair, Cllr Rigault and the Clerk
- 21/23 Standing Orders and Direct Debits
a) The Council will either confirm or cancel its existing direct debits with:
 - TalkTalk Business for the monthly charge for broadband at the Village Hall
 - The Information Commissioner's Office for the annual fee – payment by direct debit currently attracts a £5 discount
- 21/24 Dates and venues for Ordinary Council Meetings 2021-22
The Council will agree the dates and venue(s) for Ordinary Council Meetings up to the next annual meeting in May 2022. A draft list prepared by the Clerk can be viewed here: [Dates](#)
- 21/25 Annual Subscriptions
The Council will decide whether to pay annual subscriptions to the following organisations:
 - a) Oxford Green Belt Network (£15)
 - b) Oxfordshire Association of Local Councils (£146.16)

Nuneham Courtenay Parish Council

c) Society of Local Council Clerks (£50)

21/26 Roles and Responsibilities

The Council will, if it wishes, appoint one of its members as:

a) Planning Champion

b) Parish Transport Representative

and appoint any member to any other role it sees fit to create

Other Urgent Business

21/27 Public participation

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the councillor chairing the meeting.

A member of the public wishing to speak at a meeting of the Council shall alert the chairman of the meeting to their wish before the start of the meeting. Before speaking, any member of the public shall give their name.

A member of the public shall not speak for more than five minutes.

21/28 County Councillor's report

You can view these on the Council's website here: [County Councillor's reports](#)

21/29 District Councillor's report

You can view these on the Council's website here: [District Councillor's reports](#)

21/30 Planning Applications

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

21/31 Finance

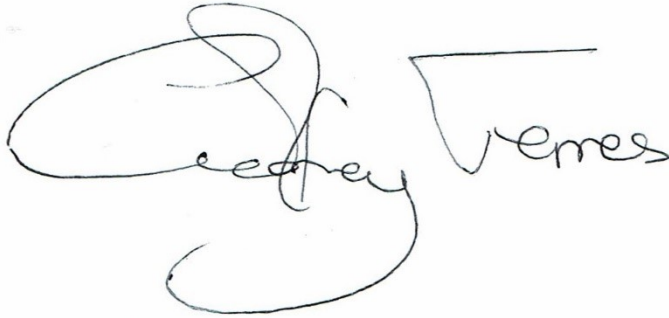
Approval of payments sought including:

➤ £53.85 Geoffrey Ferres, Q3 Clerk expenses

Nuneham Courtenay Parish Council

21/32 Playing Field

The Council will be updated regarding the Playing Field and will consider whether to agree to mediation in its dispute with the Nuneham Courtenay Sports and Playing Field Association

A handwritten signature in black ink, appearing to read 'Sue Jones', written in a cursive style.

Parish Clerk
Monday 26th April 2021