

Minutes of the 2021 annual meeting of Nuneham Courtenay Parish Council held remotely on 4th May 2021 via Zoom

The Chair opened the meeting at 7.05pm.

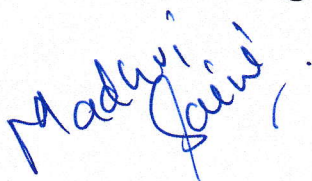
Parish Councillors present: John Peters, Mandy Rigault and Madhvi Saini (Chair).

Also present: Geoffrey Ferres (Clerk).

Annual Meeting Business

- 21/1. Election of Chair for 2021-22**
The Council **re-elected** Madhvi Saini, who then signed a declaration of acceptance of office.
- 21/2. Election of Vice-Chair for 2021-22**
The Council **re-elected** Grenville John Peters, who then signed a declaration of acceptance of office.
- 21/3. Vacancy**
The Council **agreed** to defer this item to its next meeting.
- 21/4. Apologies for absence**
Akshay Morye and Cllr Sam Casey-Rerhaye (SODC).
- 21/5. Declarations of interest**
Mandy Rigault and Madhvi Saini declared an interest in relation to the Village Hall.
- 21/6. Minutes of the last ordinary Council Meeting**
The minutes of the Council Meeting held on 2nd March 2021 were **approved**, then signed on each page by the Chair.
Actions: Clerk to collect signed minutes from the Chair and publish them on the Council's website
- 21/7. Standing Orders**
The Council **re-adopted** its existing Standing Orders without amendment.
- 21/8. Financial Regulations**
The Clerk recommended that the Council adopt a version of the current model Financial Regulations issued by the National Association of Local Councils which he had attempted to adapt to the circumstances of this parish.
The Council **agreed** to defer this item to its next meeting.

Signed:



Date: Monday 21st June 2021

- 21/9. Code of Conduct**
The Council **re-adopted** the existing Oxfordshire model Code of Conduct without amendment.
- 21/10. Complaints Procedure**
The Council **re-adopted** its existing Complaints Procedure without amendment.
- 21/11. Grants Policy**
The Council **re-adopted** its existing Grants Policy without amendment.
- 21/12. Employee Salary Procedure**
The Council considered its existing Procedure for the Payment of Salary of Council Employees.
The Clerk advised the Council that the National Association of Local Councils and the Society of Local Council Clerks have a longstanding recommendation that the minimum monthly hours for a Clerk employed by a Council such as this which meets only every two months and provides minimal local services should be 17½, which is very similar to the average monthly hours he has worked since he was first employed.
The Council **agreed** to fix the Clerk's hours at 17½ hours per month. **Action: Clerk to draft an amendment to his contract**
The Council **instructed** the Clerk to continue to record the actual hours he works but from now on to record how much of his time he spent on different aspects of his duties.
- 21/13. Privacy Notice (and Data Protection Policy)**
The Council **re-adopted** its existing Privacy Notice (and Data Protection Policy) without amendment.
- 21/14. Guide to Information and Schedule of Fees**
The Council **re-adopted** its existing Guide to Information and Schedule of Fees without amendment.
- 21/15. Records Management and Retention Policy**
The Clerk had presented a Records Management and Retention Policy for the Council's approval.
The Council **agreed** to defer this item to its next meeting.

Signed:

Madhu Jain

Date: Monday 21st June 2021

21/16. Register of Assets

The Council **approved** an updated Register of Assets put forward by the Clerk in his capacity as Responsible Financial Officer

21/17. Risk Assessment

The Council discussed its existing Risk Assessment and **agreed** that the Clerk should bring to a future meeting a Business Continuity Policy to address the issues which arose following his brain haemorrhage in March 2020. **Action: Clerk**

The Council then **re-adopted** its existing Risk Assessment without amendment.

21/18. End of Year Bank Reconciliation

The Council **noted** the bank reconciliation at the end of the financial year presented by the Clerk in his capacity as Responsible Financial Officer

21/19. Corporate Governance Questionnaire 2020-21

The Council **agreed** to defer this item to its next meeting.

21/20. Annual Governance Statement 2020-21

The Council considered its responses to the assertions in the Annual Governance Statement 2020-21 and **agreed** to answer:

- "Yes" to assertions 1-4 and 6-8
- "No" to assertion 5
- "Not applicable" to assertion 9.

Action: Clerk to draft and publish an explanation for the Council's response to assertion 5

21/21. Accounts 2020-21

The Council **approved** the unaudited Accounting Statements for 2020-21 prepared by the Clerk in his capacity as Responsible Financial Officer.

The Council **noted** full unaudited accounts for 2020-21 also prepared by the Clerk in his capacity as Responsible Financial Officer.

21/22. Bank Mandate

In the absence of Akshay Morye, the Council **agreed** to defer this item to its next meeting.

Signed:

Madhu Jain

Date: Monday 21st June 2021

21/23. Standing Orders and Direct Debits

- a) The Council **confirmed** its existing variable direct debit agreements with:
- South Oxfordshire District Council for a garden waste bin kept at the churchyard
 - TalkTalk Business for the monthly charge for broadband at the Village Hall
 - The Information Commissioner's Office for the annual fee.
- b) The Council **agreed** to enter into a variable direct debit agreement with Scottish and Southern Electricity for the Village Hall's electricity bill. **Action: Clerk**

21/24. Dates and venues for Ordinary Council Meetings 2021-22

The Council **agreed** to hold its next meeting on Monday 21st June and **approved** the other dates proposed by the Clerk for Ordinary Council Meetings up to the next annual meeting in May 2022.

21/25. Annual Subscriptions

The Council **agreed** to pay annual subscriptions to the following organisations:

- a) Open Spaces Society
- b) Oxford Green Belt Network
- c) Oxfordshire Association of Local Councils
- d) Society of Local Council Clerks.

Action: Clerk

21/26. Roles and Responsibilities

The Council **reappointed**:

- a) The Vice-Chair as Planning Champion
- b) Mandy Rigault as Parish Transport Representative
- c) The Chair and Mandy Rigault as its representatives on what has been known as the SG42 Steering Group.

Other Urgent Business

21/27. Parishioners' issues
None.

21/28. County Councillor's report
None.

Signed:

Mandy Rigault

Date: Monday 21st June 2021

21/29. District Councillor's report
None.

21/30. Planning Applications
None.

21/31. Finance
The Council **approved** the following payment:
➤ £53.85 Geoffrey Ferres, 2020-21 Q4 Clerk expenses

21/32. Playing Field
The Council discussed the Playing Field and **agreed** it would be very willing to take part in mediation in its dispute with the Nuneham Courtenay Sports and Playing Field Association whether through the Oxfordshire Playing Field Association or another appropriate organisation or individual.

The meeting closed at 8.33pm

Signed:

*Madhu
Saini*

Date: Monday 21st June 2021