

Nuneham Courtenay Parish Council

<http://nunehamcourtenay.org.uk/>

The annual meeting of Nuneham Courtenay Parish Council is to be held on Tuesday 3rd May 2022 at 7pm in Nuneham Courtenay Village Hall

Agenda

Annual Meeting Business

- 22/1 Election of Chair for 2022-23
The Chair will then sign a declaration of acceptance of office.
- 22/2 Election of Vice-Chair for 2022-23
- 22/3 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.
- 22/4 Apologies for absence
- 22/5 Declarations of interest
- 22/6 Approval of the minutes of the last ordinary Council Meeting held on 1st March 2022. You can view the draft minutes on the Council's website here: [Ordinary](#)
- 22/7 Approval of the minutes of the Extraordinary Council Meeting held on 24th March 2022. You can view the draft minutes on the Council's website here: [Extraordinary](#)
- 22/8 Standing Orders
The Council will amend or re-adopt its Standing Orders. The existing Standing Orders can be viewed here: [Standing Orders](#)
- 22/9 Financial Regulations
The Clerk will amend or re-adopt its Financial Regulations. The Clerk has tabled a new version which updates the procurement thresholds and corrects several typographical errors. You can view -
the amended procedure here: [New Regs](#)
the existing procedure here: [Existing](#).
- 22/10 Code of Conduct
The Council will amend or re-adopt its Code of Conduct. The existing Code of Conduct can be viewed here: [Code](#)

c/o 20a Harley Road, OXFORD, OX2 0HR
clerk@nunehamcourtenay.org.uk

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- 22/11 Complaints Procedure
The Council will amend or re-adopt its Complaints Procedure. The existing Complaints Procedure can be viewed here: [Complaints](#)
- 22/12 Grants Policy
The Council will amend or re-adopt its Grants Policy. The existing Grants Policy can be viewed here: [Grants](#)
- 22/13 Employee Salary Procedure
The Council will amend or re-adopt its Procedure for the Payment of Salary of Council Employees. The Clerk has proposed an amendment to paragraph 4 of the procedure. You can view -
the amended procedure here: [Proposed](#)
the existing procedure here: [Existing](#)
- 22/14 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](#)
- 22/15 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](#)
- 22/16 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](#)
- 22/17 Risk Assessment
The Council will amend or re-adopt its Risk Assessment. The existing Risk Assessment can be viewed here: [Risk](#)
- 22/18 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](#)

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- 22/19 Corporate Governance Questionnaire 2021-22
The Council will note the Corporate Governance Questionnaire signed by the Chair to be submitted to the Internal Auditor.
- 22/20 Annual Governance Statement 2021-22
The Council will approve its responses to the Annual Governance Statement 2021-22. A blank copy of the statement can be viewed here: [Statement](#)
A copy of the 2021-22 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](#)
- 22/21 Accounts 2020-21
The Council will approve unaudited Accounting Statements for 2021-22 prepared by the Clerk in his capacity as Responsible Financial Officer, which can be viewed here: [Statements](#)
Full unaudited accounts for 2021-22 prepared by the Clerk in his capacity as Responsible Financial Officer can be viewed here: [Provisional Accounts](#)
- 22/22 Bank Mandate
The Council will either confirm or decide to amend the bank mandate.
- 22/23 Standing Orders and Direct Debits
The Council will either confirm or cancel its existing direct debit agreement with The Information Commissioner's Office for the annual fee – payment by direct debit currently attracts a £5 discount.
- 22/24 Dates and venues for Ordinary Council Meetings 2022-23
The Council will agree the dates and venue(s) for Ordinary Council Meetings up to the next annual meeting in May 2023. A draft list prepared by the Clerk can be viewed here: [Dates](#)
- 22/25 Annual Subscriptions
The Council will decide whether to pay annual subscriptions to the following organisations:
a) Open Spaces Society (£45)
b) Community First Oxfordshire (£35)
c) Oxfordshire Playing Field Association (£42)
d) Oxford Green Belt Network (£15).

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- 22/26 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

- 22/27 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.
- 22/28 County Councillor's report
You can view these on the Council's website here: [County Councillor's reports](#)
- 22/29 District Councillor's report
You can view these on the Council's website here: [District Councillor's reports](#)
- 22/30 Planning Applications
The Council will consider its response to any planning application received in advance of the meeting.

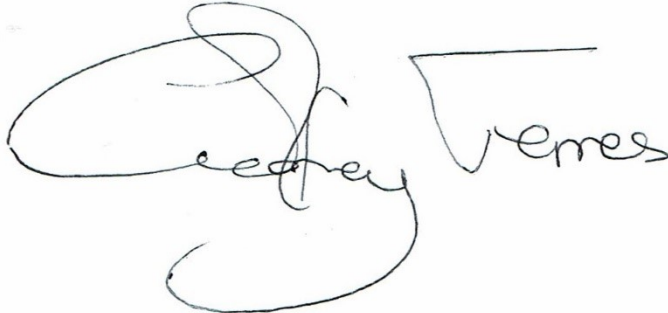
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22/31 Finance

Approval of payments sought including:

- £77.50, Geoffrey Ferres, 2021-22 Q4 Clerk expenses.

A handwritten signature in black ink, appearing to read 'Geoffrey Ferres'. The signature is written in a cursive style with a large initial 'G' and a horizontal line above the 'F'.

Parish Clerk

Monday 25th April 2022