

# Nuneham Courtenay Parish Council

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

**The annual meeting of Nuneham Courtenay Parish Council is to be held on Tuesday 9<sup>th</sup> May 2023 at 7pm in Nuneham Courtenay Village Hall**

## Agenda

- 23/1 Election of Chair for 2023-24  
The Chair will then sign a declaration of acceptance of office.
- 23/2 Election of Vice-Chair for 2023-24
- 23/3 Apologies for absence
- 23/4 Declarations of Acceptance of Office  
All newly-elected councillors will sign declarations of acceptance of office.
- 23/5 Declarations of interest
- 23/6 Approval of the minutes of the last ordinary Council Meeting held on 7<sup>th</sup> March 2023. You can view the draft minutes on the Council's website here: [Minutes](#).
- 23/7 London plane trees  
Edward Whorwood, Tree Officer – South in Oxfordshire County Council's Tree Service, will address the Council regarding planned work on the London plane trees along the main road and the options for managing the impact of the work on residents and the A4074.
- 23/8 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.

c/o 20a Harley Road, OXFORD, OX2 0HR  
[clerk@nunehamcourtenay.org.uk](mailto:clerk@nunehamcourtenay.org.uk)

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## Other Annual Meeting Business

- 23/9 Co-option to fill vacancies  
The Council will, if it wishes, co-opt one or two electors to fill one or both of the current vacancies. The new member(s) will then sign a declaration of acceptance of office.
- 23/10 Standing Orders  
The Council will amend or re-adopt its Standing Orders. You can view the existing Standing Orders on the Council's website here: [Standing Orders](#).
- 23/11 Financial Regulations  
The Clerk will amend or re-adopt its Financial Regulations. You can view the existing Financial Regulations on the Council's website here: [Financial Regs](#).
- 23/12 Code of Conduct  
The Council will amend or re-adopt the model Oxfordshire Code of Conduct, which you can view on the Council's website here: [Code](#).
- 23/13 Complaints Procedure  
The Council will amend or re-adopt its Complaints Procedure. You can view the existing Complaints Procedure on the Council's website here: [Complaints](#)
- 23/14 Grants Policy  
The Council will amend or re-adopt its Grants Policy. You can view the existing Grants Policy on the Council's website here: [Grants](#).
- 23/15 Employee Salary Procedure  
The Council will amend or re-adopt its Procedure for the Payment of Salary of Council Employees. You can view the existing procedure on the Council's website here: [Salary](#).
- 23/16 Privacy Notice (and Data Protection Policy)  
The Council will amend or re-adopt its Privacy Notice (and Data Protection Policy). You can view the existing Privacy Notice on the Council's website here: [Privacy](#).
- 23/17 Guide to Information and Schedule of Fees  
The Council will amend or re-adopt its Guide to Information and Schedule of Fees. You can view the existing Guide to

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Information and Schedule of Fees on the Council's website here: [Guide](#)

- 23/18 Register of Assets  
The Council will amend or approve a draft Register of Assets (attached) put forward by the Clerk in his capacity as Responsible Financial Officer.
- 23/19 Financial Risk Assessment  
The Council will amend or re-adopt its Financial Risk Assessment. You can view the existing Financial Risk Assessment on the Council's website here: [Risk](#)
- 23/20 Bank Mandate  
The Council will either confirm or amend the bank mandate.
- 23/21 Standing Orders and Direct Debits  
The Council will either confirm or cancel its two existing variable direct debit agreements:  
a) Information Commissioner's Office, annual registration fee (currently £35) – payment by direct debit currently attracts a £5 discount  
b) South Oxfordshire District Council, annual charge for garden waste bin located at churchyard (2022-23 £55).
- 23/22 Dates and venues for Ordinary Council Meetings 2023-24  
The Council will agree the dates and venue(s) for Ordinary Council Meetings up to the next annual meeting in May 2024. A draft list prepared by the Clerk is attached.
- 23/23 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.

## **Audit 2022-23**

- 23/24 End of Year Bank Reconciliation  
The Council will note the bank reconciliation at the end of the financial year (attached) presented by the Clerk in his capacity as Responsible Financial Officer.

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- 23/25 Internal Auditor's Report 2022-23  
The Council will consider the Report of the Internal Auditor for 2022-23, if received in time for the meeting.
- 23/26 Annual Governance Statement 2022-23  
The Council will approve its responses to the Annual Governance Statement 2022-23, if the Report of the Internal Auditor for 2022-23 is received in time for the meeting.
- 23/27 Accounting Statements 2022-23  
The Council will approve the Accounting Statements for 2022-23 prepared by the Clerk in his capacity as Responsible Financial Officer, if the Report of the Internal Auditor for 2022-23 is received in time for the meeting.
- 23/28 Certificate of Exemption from External Audit for 2022-23  
The Council will decide whether to certify itself as exempt from a limited assurance review by an external auditor, if the Report of the Internal Auditor for 2022-23 is received in time for the meeting.

## **Other Urgent Business**

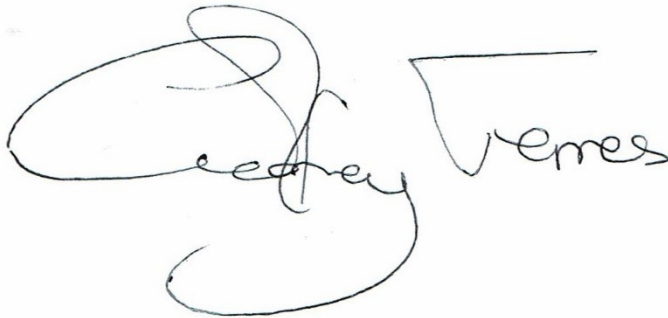
- 23/29 County Councillor's report  
You can view these on the Council's website here: [County Councillor's reports](#)
- 23/30 District Councillor's report  
You can view these on the Council's website here: [District Councillor's reports](#)
- 23/31 Planning Applications  
The Council will consider its response to any planning application received in advance of the meeting.
- 23/32 Finance
- a) Approval of payments sought including:
- £104.00, Nuneham Courtenay Village Hall Committee, hire for meetings held in September and November 2022, and January and March 2023
  - £600.00, Simon Gray, five years' support with hosting the Council's website
  - £86.24, Geoffrey Ferres, 2022-23 Q4 Clerk expenses.

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- b) Transfer from deposit account to current account  
The Council will consider whether to make a transfer from its current account to its deposit account.

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

Parish Clerk  
Tuesday 25<sup>th</sup> April 2023