

Nuneham Courtenay Parish Council

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

The annual meeting of Nuneham Courtenay Parish Council is to be held on Tuesday 6th May 2025 at 7.30pm in Nuneham Courtenay Village Hall

Agenda

25/1 Election of Chair for 2025-26

The Chair will then sign a declaration of acceptance of office.

25/2 Election of Vice-Chair for 2025-26

25/3 Apologies for absence

25/4 Declarations of interest

25/5 Approval of the minutes of the last ordinary Council Meeting held on 4th March 2025

You can view the draft minutes on the Council's website.

25/6 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.

Other Annual Meeting Business

25/7 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.

25/8 Code of Conduct

The Council will re-adopt the model Oxfordshire Code of Conduct, which you can view on the Council's website here: [Code](#).

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

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- 25/9 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](#).
- 25/10 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](#).
- 25/11 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](#).
- 25/12 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](#).
- 25/13 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 Information and Schedule of Fees on the Council's website here: [Guide](#).
- 25/14 Register of Assets**
The Council will amend or approve a Register of Assets at the end of March 2025 put forward by the Clerk in his capacity as Responsible Financial Officer.
- 25/15 Bank Mandate**
The Council will either confirm or amend the bank mandate.
- 25/16 Standing Orders and Direct Debits**
The Council will either confirm or cancel its existing variable direct debit agreement with the Information Commissioner's Office for the annual registration fee (currently £52) – payment by direct debit currently attracts a £5 discount.
- 25/17 Dates and venues for Ordinary Council Meetings 2025-26**
The Council will agree the dates and venue(s) for Ordinary Council Meetings up to the next annual meeting in May 2026.

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25/18 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 2024-25

25/19 End of Year Bank Reconciliation 2024-25

The Council will note the bank reconciliation at the end of the financial year 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer.

25/20 Review of Systems of Internal Control 2024-25

The Council will appoint one of its members to carry out the Review of the Council's Systems of Internal Control for 2024-25.

25/21 Internal Auditor's Report 2024-25

The Council will consider the Report of the Internal Auditor for 2024-25, if received in time for the meeting.

25/22 Certificate of Exemption from External Audit for 2024-25

The Council will decide whether to certify itself as exempt from a limited assurance review by an external auditor for 2024-25.

Other Urgent Business

25/23 County Councillor's report

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

25/24 District Councillor's report

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

25/25 Planning Applications

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

25/26 Finance

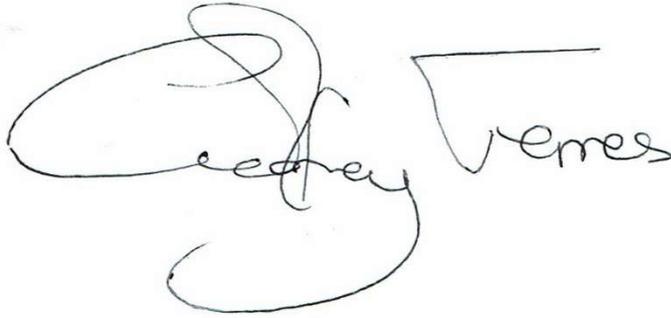
- a) Approval of payments sought including:
 - £145.32, Parochial Church Council Marsh Baldon, share of net cost of Newsletter for 2024

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- £66.30, Geoffrey Ferres, 2024-25 Q4 Clerk expenses.
- b) Transfer from deposit account to current account
The Council will consider whether to make a transfer from its deposit account to its current account.

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 'F'.

Parish Clerk
Monday 28th April 2025