

Nuneham Courtenay Parish Council

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

The annual meeting of Nuneham Courtenay Parish Council is to be held on Tuesday 5th May 2026 at 7.30pm in Nuneham Courtenay Village Hall

Agenda

26/1 Election of Chair for 2026-27

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

26/2 Election of Vice-Chair for 2026-27

26/3 Apologies for absence

So far: Cllr Judy Eden

26/4 Declarations of interest

26/5 Minutes of the last ordinary Council Meeting held on 3rd March 2026

The Council will amend or approve the minutes of the meeting held on 3rd March 2026. You can view the draft minutes on the Council's website [here](#).

26/6 Minutes of the extraordinary Council Meeting held on 16th March 2026

The Council will amend or approve the minutes of the meeting held on 16th March 2026. You can view the draft minutes on the Council's website [here](#).

26/7 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.

Nuneham Courtenay Parish Council

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

Other Annual Meeting Business

26/8 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.

26/9 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](#).

26/10 Financial Regulations

The Council will amend or re-adopt its Financial Regulations. You can view the existing Financial Regulations on the Council's website here: [Financial Regs](#).

26/11 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](#).

26/12 Accessibility Statement

The Council will amend or approve the Accessibility Statement published by the Clerk following its last meeting.

26/13 Business Continuity Policy

The Council will amend or re-adopt its Business Continuity Policy. You can view the existing Business Continuity Policy on the Council's website here: [Continuity](#).

26/14 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](#).

26/15 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](#).

26/16 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](#).

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

Nuneham Courtenay Parish Council

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

- 26/17 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](#).
- 26/18 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](#).
- 26/19 Register of Assets**
The Council will amend or approve a Register of Assets at the end of March 2026 put forward by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website here: [Assets](#).
- 26/20 Bank Mandate**
The Council will either confirm or amend the bank mandate.
- 26/21 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.
- 26/22 Dates and venues for Ordinary Council Meetings 2026-27**
The Council will agree the dates and venue(s) for Ordinary Council Meetings up to the next annual meeting in May 2027.
- 26/23 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 2025-26**
- 26/24 Annual Governance Statement 2025-26**
The Council will approve its responses to the Annual Governance Statement 2025-26. You can view a blank copy on the Council's website here: [Governance](#).

Nuneham Courtenay Parish Council

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

26/25 Internal Auditor's Report 2025-26

The Council will consider the Internal Audit Report which forms page 4 of the Annual Governance and Accountability Return 2025-26 Part 2 and the full report, if received in time for the meeting.

26/26 Management Accounts 2025-26

The Council will consider the unaudited Management Accounts for 2025-26 presented by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website here: [Accounts](#).

26/27 Accounting Statements 2025-26

The Council will consider the unaudited Accounting Statements for 2025-26 presented by the Clerk in his capacity as Responsible Financial Officer.

26/28 End of Year Bank Reconciliation 2025-26

The Council will note the bank reconciliation at the end of the financial year 2025-26 presented by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website here: [Bank Rec](#).

26/29 Review of Systems of Internal Control 2025-26

The Council will appoint one of its members to carry out the Review of the Council's Systems of Internal Control for 2025-26.

26/30 Certificate of Exemption from External Audit for 2025-26

The Council will decide whether to certify itself as exempt from a limited assurance review by an external auditor for 2025-26. You can view a blank copy of the certificate of Exemption on the Council's website here: [Exemption](#).

Other Urgent Business

26/31 County Councillor's report

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

26/32 District Councillor's report

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

Nuneham Courtenay Parish Council

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

26/33 Planning Applications

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

26/34 Finance

a) Approval of payments sought including:

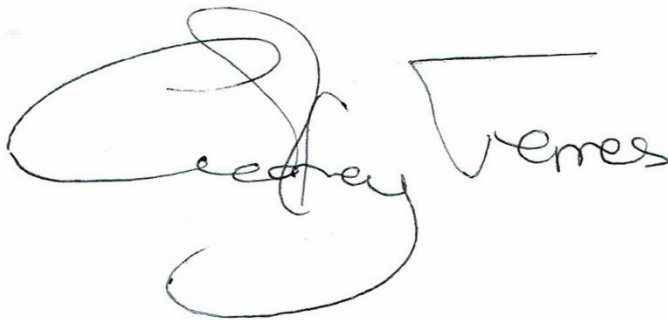
- £33.20, Geoffrey Ferres, 2025-26 Q4 Clerk expenses
- £90.00, Bibby Commercial Finance Ltd, Playing Field April maintenance.

b) Transfer between accounts

The Council will consider whether to make a transfer between its accounts.

26/35 Highways

The Council will consider any urgent Highways matters.

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 name.

Parish Clerk

Monday 27th April 2026