

# EYNSHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

Eynsham Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW

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## Council Summons & Agenda

10 May 2023

To All Members of the Council

You are hereby summonsed to attend the following meeting for the transaction of the business stated overleaf:-

**Annual Parish Council Meeting**  
**to be held on Tuesday 16 May 2023 at 7.30pm**  
**at Eynsham Village Hall, Back Lane and remotely via Teams**



Supporting documents will be made available in the usual way and online.

Only those who are physically in attendance are permitted by law to participate and your non-attendance will contribute to the vacation of office by failure to attend meetings.<sup>1</sup> Please forward any apologies for absence to the Clerk, as soon as they become known.

The public and press are welcome to attend.<sup>2</sup>

The law<sup>3</sup> allows the public proceedings of council meetings to be recorded which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

A handwritten signature in black ink that reads 'K. Doughty'.

Katherine Doughty  
Clerk to the Council

<sup>1</sup> Local Government Act 1972 s85

<sup>2</sup> Public Bodies (Admission to Meetings) Act 1960

<sup>3</sup> Openness of Local Government Bodies Regulations 2014

1. **Election of Chair**  
To elect Chair for 2023/24.
2. **Election of Vice-Chair**  
To elect Vice-Chair for 2023/24.
3. **Delivery by the Chairman of the Council and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date.**
4. **To receive apologies for absence.**
5. **To receive Declarations of Interest in agenda items.**  
To receive any disclosable declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Council's Code of Conduct.
6. **Minutes**
  - (a) To approve and sign as a true record the minutes of the [Traffic Working Group meeting of 11 April 2023](#).
  - (b) To approve and sign as a true record the minutes of the [Full Council meeting of 11 April 2023](#).
  - (c) To consider the recommendations of the [Extraordinary Amenities & Estates Committee of 25 April 2023](#).
7. **Public Participation**  
To receive submissions from members of the public for a period of 15 minutes. Members of the public may make representations on any matters, for no more than 5 minutes each in accordance with Standing Orders para 3. The meeting will adjourn for this item.
8. **To receive an update report from Eynsham's West Oxfordshire District Councillors and Oxfordshire County Councillor.**  
To receive a short verbal update from Eynsham's District and County Councillors. The meeting will adjourn for this item.
9. **To review delegation arrangements to committees and staff.**
10. **To review the terms of reference for committees and agree actions.**
  - (a) Finance & General Purposes.
  - (b) Planning.
  - (c) Amenities & Estates.
  - (d) Senior.
  - (e) Traffic.
11. **To resolve appointment of members to existing committees.**
  - (a) Finance & General Purposes.
  - (b) Planning.
  - (c) Amenities & Estates.
  - (d) Senior (Committee Chairs).
  - (e) Traffic Working Group/Committee.
12. **Appointment of any new committees in accordance with standing order 4 – Village Hall Working Group.**
13. **To review and adopt Financial Regulations (no amendments proposed).**
14. **To review and adopt Standing Orders ((18 (f) updated and 18 (g) removed).**
15. **To review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
16. **To review representation on or with external bodies and arrangements for reporting back.**
  - (a) Allotment Association (1 member).
  - (b) Public Transport Representative (1 member).
  - (c) Village Hall Management Committee (2 members).
  - (d) Broadband Champion (1 member).
  - (e) RAF Brize Norton Liaison Group (1 member).
  - (f) Pavilion Alarm responders (2 members).
  - (g) Eynsham Community Primary School Youth Council (3 members).
  - (h) GreenTEA (1 member).

17. **General Power of Competence**  
To resolve that the Council complies with the Conditions of Eligibility under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 for the purpose of exercising the General Power of Competence in the Localism Act 2011.
18. **Review of inventory of land and other assets including buildings and office equipment.**
19. **Confirmation of arrangements for insurance cover in respect of all insurable risks.**
20. **Review of the Council's and/or staff subscriptions to other bodies.**
21. **Review of the Council's policies.**
  - (a) Climate Change Policy.
  - (b) Code of Conduct.
  - (c) Complaints Policy.
  - (d) Disciplinary Policy.
  - (e) Equality & Diversity Policy.
  - (f) GDPR General Privacy Notice (amended).
  - (g) GDPR Staff/Cllr/Other Privacy Notice (amended).
  - (h) Grant Aid Policy.
  - (i) Grievance Policy.
  - (j) Health & Safety Policy (new)
  - (k) Investment Strategy.
  - (l) Lone Worker Policy.
  - (m) Media Policy.
  - (n) Memorial Policy.
  - (o) Political Canvassing.
  - (p) Public Engagement Policy.
  - (q) Public Participation Policy.
  - (r) Social Media Policy (amended).
  - (s) Training & Development Policy.
22. **Review of the Council's expenditure incurred under General Power of Competence.**
23. **Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.**

Other Council business to be transacted:-

24. **Finance.**
  - (a) To approve payment of accounts.
  - (b) To approve bank reconciliation.
  - (c) To be advised of income and expenditure.
  - (d) To consider a quote from BHIB Insurance for a renewed contract.
25. **Audit**
  - (a) To consider and note the Internal Audit Report for financial year 2022-23.
  - (b) To consider and approve the Accounts for the financial year 2022-23.
  - (c) To receive, approve and sign the Consolidated bank statement 31st March 2023.
26. **Annual Governance and Accountability Return 2022-23**
  - (a) To consider, approve and sign Section 1 (Annual Governance Statement 2022-23)
  - (b) To consider, approve and sign Section 2 (Accounting Statements 2022-23)
  - (c) Period of Public Rights 2022-23 - To receive and note the Period of Public rights will commence on 17 May 2023 for 30 working days.
27. **To consider and approve a draft Stewardship survey to be undertaken by the Clerk for her Community Governance degree.**
28. **To note the dates of the next Parish Council meetings (all at 7.45pm in the Village Hall unless otherwise indicated):-**
  - (a) Amenities & Estates meeting – 23 May and 13 June 2023
  - (b) Traffic Working Group meeting – 30 May and 27 June 2023, 6.45pm
  - (c) Planning Committee meeting – 30 May and 27 June 2023
  - (d) Full Council meeting – 20 June 2023