

EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

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Council Summons & Agenda

8 November 2023

To All Members of the Council

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

Full Council Meeting
to be held on Tuesday 14 November 2023 at 7.30pm
at Eynsham Village Hall, Back Lane and [remotely via M.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.¹ Please forward any apologies for absence to the Clerk, as soon as they become known.

The public and press are welcome to attend.²

The law³ 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.

Katherine Doughty
Clerk to the Council

¹ Local Government Act 1972 s85

² Public Bodies (Admission to Meetings) Act 1960

³ Openness of Local Government Bodies Regulations 2014

1. **To receive apologies for absence.**
2. **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.
3. **Minutes**
 - (a) To approve and sign as a true record the minutes of the [Finance & General Purposes Committee of 10 October 2023](#).
 - (b) To approve and sign as a true record the minutes of the [Full Council meeting of 17 October 2023](#).
 - (c) To approve and sign as a true record the minutes of the [Amenities & Estates Committee meeting of 24 October 2023](#).
 - (d) To approve and sign as a true record the minutes of the Planning Committee meeting minutes of 31 October 2023.
 - (e) To approve and sign as a true record the minutes of the Traffic Committee meeting minutes of 31 October 2023.
 - (f) To approve and sign as a true record the minutes of the Finance & General Purposes Committee of 7 November 2023.
4. **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.
5. **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.
6. **Finance**
 - (a) To approve payment of accounts.
 - (b) To approve bank reconciliation.
 - (c) To review the income and expenditure for the year to date.
7. **Finance & General Purposes Committee**

The minimum membership for the committee is 4 with only 3 members currently appointed. Council is resolve whether to amend the committee Terms of Reference or appoint an additional member.
8. **To receive a project update and consider priorities.**
9. **To review the Dashboard Report.**

To review the Dashboard Report. Officers to provide further information on projects/tasks if requested.
10. **To receive reports from Councillors representing the Council on outside bodies/meetings.**

To receive short verbal updates from Councillors who were assigned as representatives on outside bodies/meetings at the previous Annual Parish Council Meeting.
11. **To note the dates of the next Parish Council meetings at the Village Hall**

- (a) Neighbourhood Planning engagement event with CFO – Wednesday 22 November, 4.00-8.30pm, Village Hall (amended from 29 November).
- (b) Amenities & Estates Committee meeting – 21 November 2023 at 7.30pm.
- (c) Traffic Committee meeting – 28 November 2023 at 6.45pm.
- (d) Planning Committee meeting – 28 November 2023 at 7.45pm.
- (e) Extra Finance & General Purposes Committee meeting – 5 December 2023 at 7.30pm
- (f) Traffic Committee meeting – 12 December 2023 at 6.45pm.
- (g) Planning Committee meeting – 12 December 2023 at 7.45pm.
- (h) Full Council meeting – 19 December 2023 at 7.30pm.

EXCLUSION OF THE PUBLIC AND PRESS: At the conclusion of this part of the agenda, the Chairman will move that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

12. Human Resources

Clerk is to present proposals for restructuring staff team and new roles for consideration.