

EYNSHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY

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Council Summons & Agenda

20 May 2024

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 28 May 2024 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.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.

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

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. **Election of Chair**
To elect Chair for 2024/25.
2. **Election of Vice-Chair**
To elect Vice-Chair for 2024/25.
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 [Full Council meeting of 16 April 2023](#).
 - (b) To approve and sign as a true record the minutes of the [Planning Committee meeting of 23 April 2024](#).
 - (c) To approve and sign as a true record the minutes of the [Extra Finance & General Purposes Committee of 14 May 2024](#).
 - (d) To approve and sign as a true record the minutes of the [Amenities & Estates Committee of 14 May 2024](#).
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.**
13. **To determine the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.**
14. **To review and adopt Financial Regulations.***
15. **To review and adopt Standing Orders.**
16. **To review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
17. **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) RAF Brize Norton Liaison Group (1 member).

* Contains amendments.

- (d) Pavilion Alarm responders (2 members).
- (e) Eynsham Community Primary School Youth Council (3 members).
- (f) GreenTEA (1 member).

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.

Human Resources:-

- (a) Annual Leave Policy.
- (b) Appraisal Policy.
- (c) Disciplinary Policy.
- (d) Employee Volunteering Policy.
- (e) Equality and Diversity Policy.
- (f) Flexible Working Policy.
- (g) Grievance Policy.
- (h) Lone Working Policy.
- (i) Management of Sickness Policy.
- (j) Staff Handbook.
- (k) Training and Development Policy

Other:-

- (l) Climate Change Policy.
- (m) Code of Conduct.
- (n) Complaints Policy.
- (o) GDPR General Privacy Notice.
- (p) GDPR Staff/Cllr/Other Privacy Notice.
- (q) Grant Aid Policy.
- (r) Grievance Policy.
- (s) Health & Safety Policy.
- (t) Investment Strategy.
- (u) Media Policy.
- (v) Memorial Policy.
- (w) Model Biodiversity Policy.
- (x) Political Canvassing.
- (y) Publication Scheme
- (z) Public Engagement Policy.
- (aa) Public Participation Policy.
- (bb) Social Media Policy.

22. Review of the Council's expenditure incurred under General Power of Competence.

Other Council business to be transacted:-

23. Finance.

- (a) To approve payment of accounts.
- (b) To approve bank reconciliation.
- (c) To be advised of income and expenditure.
- (d) To consider quote(s) for an insurance contract for 2024-25.

24. Audit

- (a) To consider and note the Internal Audit Report for financial year 2023-24.
- (b) To consider and approve the Accounts for the financial year 2023-24.
- (c) To receive, approve and sign the Consolidated bank statement 31st March 2024.

25. Annual Governance and Accountability Return 2023-24

- (a) To consider, approve and sign Section 1 (Annual Governance Statement 2023-24)
- (b) To consider, approve and sign Section 2 (Accounting Statements 2023-24)
- (c) Period of Public Rights 2022-23 - To receive and note the Period of Public rights will commence on 3 June 2024 for 30 working days.

26. Eynsham Museum & Heritage Centre

To consider providing permission for advertisement signs for the Museum, relinquish use of the noticeboard in The Square and agree actions.

27. Eynsham Parks

To consider entering into a Management Agreement with Eynsham Parks for Oxford Road Playing Field (North) for a 12 month period and agree actions.

28. To note the dates of the next Parish Council meetings at the Village Hall unless otherwise indicated):-

- (a) Full Council meeting – 18 June 2024.
- (b) Planning Committee meeting – 25 June 2024.

* Contains amendments.