

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Meeting of Caversfield Parish Council on **Wednesday 15 May 2024** in the Chinnery Room at Fringford Village Hall following the Annual Parish Meeting which commences at 7.30pm.

Members of the Public: you are invited to attend.

AGENDA

1. **To elect the Chairman for the year 2024/25**
2. **Apologies for absence** – to receive apologies
3. **To elect the Vice Chairman for the year 2024/25**
4. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct
5. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders
6. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
7. **Reports from District and County Councillors** – for information only
8. **Reports from the Village Management Companies** – for information only
9. **Minutes** – to confirm the Minutes of the meeting held on 20 March
10. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
11. **Governance**
 - a. **Councillor Co-option** – to consider any applications received
 - b. **Policy Review** – to consider the following policies
 - i. **Data Protection Policy**
 - ii. **Internal Financial Control Policy**
 - iii. **Scheme of Delegation**
 - c. **Risk Assessment** – to review and agree the Risk Assessment for 2024/25
 - d. **Councillor responsible for internal financial control** – to consider and agree the appointment
 - e. **Information Logs** – to review and note:
 - i. **Freedom of Information Disclosure Log**
 - ii. **Gifts and Hospitality Log**
 - iii. **Training and CPD Log**
 - f. **Website** – to receive a report from the Councillors responsible for reviewing the website
12. **Finance**
 - a. **Financial Report and Year End Budget Monitoring Report** – to receive the reports for information
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
 - c. **Mobile Telephone** – to note the increase in the monthly charge
 - d. **Banking**

- i. **To consider the bank mandate and confirm signatories**
 - ii. **To consider the suitability of the NS&I account and alternative arrangements**
- e. **2023/24 Unspent Budget Items** – to consider a virement of items budgeted to the new financial year
- f. **Budget** – to agree the budget for 2024/25
- g. **Reserves** – to confirm the Reserves for 2024/25 and consider the Policy
- h. **Annual Subscriptions and Regular Payments** – to consider and agree the list
- i. **Staff Expenses** – to confirm the rates for the Clerk's expenses
- j. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2023
- k. **Asset Register** – to confirm the Asset Register for the year 2023/24 and set an appropriate minimum value of assets for the asset register
- l. **Internal Audit**
 - i. **To receive and review the report from the Internal Auditor**
 - ii. **To consider the appointment of the Internal Auditor for 24/25**
- m. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
- n. **External Audit**
 - i. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
 - ii. **Section 1: Annual Governance Statement** – to consider the questions and respond accordingly
 - iii. **Section 2: Annual Accounting Statements** – to consider and agree the accounting statement figures
 - iv. **Electors' Rights** – to note the dates for the Exercise of Public Rights as Monday 3 June to Friday 12 July 2024
 - v. **Statement of Variance** – to consider the draft Statement of Variance
- o. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

13. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC

14. Planning

- a. **Planning Applications** – to consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting
None received
- b. **Notices of Decision** – to note any notices of decision received

15. Parish Matters – to consider any parish matters

- a. **Village Spring Clean** – to receive an update
- b. **Defibrillator** – to receive a progress report

16. Reports from Meetings – to receive reports from any meetings attended

17. Attendance at Meetings – to consider attendance

- a. **CDC Parish Liaison Meeting**

18. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
19. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 3 July 2024
20. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 17 July (third Wednesday of alternate month) at 7.30pm

Jane Olds

Dated: 8 May 2024

Jane Olds, Clerk to the Council

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