

## South Hinksey Parish Council

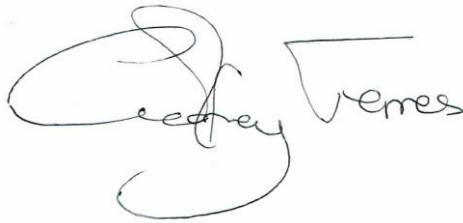
**You are hereby summoned to attend the annual meeting of  
South Hinksey Parish Council**

**Monday 8<sup>th</sup> May 2017 at 7.30pm  
at South Hinksey Village Hall**

<b>Agenda</b>	<b>Led by</b>	<b>Time</b>	<b>Paper</b>
<b>Procedural items</b>			
1. Election of Chairman and Vice-Chairman for 2017-18 The Council will elect the Chairman and Vice-Chairman for the coming year	Chair	7:30	Verbal
2. Declarations of Acceptance of Office The Chairman and Vice-Chairman will sign declarations of acceptance of office	Chair		Verbal
3. Apologies	Chair	7:35	Verbal
4. Declarations of interest Members will declare interests in agenda items that accord with the adopted Code of Conduct, and to consider dispensation requests. This does not preclude any later declarations	Chair		Verbal
5. Public questions, comments or representations The Council will receive any comments or questions from members of the public. Individual comments should not exceed five minutes	Chair	7:40	Verbal
6. Minutes of April 2017 meeting The Council will review and approve the minutes of the last Council meeting, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/20170403-shpc-draft-minutes.pdf">https://shinksey.files.wordpress.com/2012/03/20170403-shpc-draft-minutes.pdf</a>	Chair	7:45	Link
7. Minutes of 21 <sup>st</sup> April 2017 extraordinary meeting The Council will review and approve the minutes of the extraordinary meeting of the Council convened by the Chairman on Friday 21 <sup>st</sup> April, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/20170421-shpc-extraordinary-mtg-draft-minutes.pdf">https://shinksey.files.wordpress.com/2012/03/20170421-shpc-extraordinary-mtg-draft-minutes.pdf</a>	Chair	7:50	Link
<b>Annual business items</b>			
8. Annual Governance Statement 2016-17 The Council will review and approve the Annual Governance Statement 2016-17, Section 1 of the Annual Return for the year ended 2016-17	Clerk	7:55	Attached
9. Accounting Statements 2016-17 The Council will review and approve the Accounting Statements 2016-17, Section 2 of the Annual Return for the year ended 2016-17	Clerk	8:05	Attached
10. Standing Orders The Council will amend or readopt its Standing Orders, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/standing-orders-2017-signed.pdf">https://shinksey.files.wordpress.com/2012/03/standing-orders-2017-signed.pdf</a>	Clerk	8:15	Link

11. Financial Regulations	The Council will amend or readopt its Financial Regulations, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/financial-regulations-2017-signed.pdf">https://shinksey.files.wordpress.com/2012/03/financial-regulations-2017-signed.pdf</a>	Clerk	8:20	Link
12. Scheme of Publication	The Council will consider the model scheme of publication for local councils published by the Information Commissioner's Office, information about which can be viewed here: <a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/">https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/</a>	Clerk	8:25	Link
13. Code of Conduct	The Council will amend or readopt its Code of Conduct, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/code-of-conduct-june-2012.pdf">https://shinksey.files.wordpress.com/2012/03/code-of-conduct-june-2012.pdf</a>	Clerk	8:30	Link
14. Burial Ground Rules and Regulations	The Council will amend or readopt the Rules and Regulations for its burial ground, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/burial-ground-rules-march-2017.pdf">https://shinksey.files.wordpress.com/2012/03/burial-ground-rules-march-2017.pdf</a>	Clerk	8:35	Link
15. Complaints Procedure	The Council will amend or readopt its Complaints Procedure, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/complaints-procedure-updated.pdf">https://shinksey.files.wordpress.com/2012/03/complaints-procedure-updated.pdf</a>	Clerk	8:40	Link
16. Grant Award Policy and Procedures	The Council will amend or readopt its Grant Award Policy and Procedures, which can be viewed here: <a href="https://shinksey.files.wordpress.com/2012/03/grant-award-policy.pdf">https://shinksey.files.wordpress.com/2012/03/grant-award-policy.pdf</a>	Clerk	8:45	Link
17. Annual subscriptions	The Council will decide whether to renew its annual subscriptions to the following: Oxfordshire Association of Local Councils (£110.89 + VAT) Oxford Green Belt Network (£15)	Clerk	8:50	Verbal
18. Insurance	The Council will agree its insurance cover for the twelve months commencing 1 <sup>st</sup> June 2017	Clerk	8:55	Attached
<b>Regular business items</b>				
19. Matters arising – April meeting	The Council will be updated on action points arising from the previous Council meeting	Chair	9:00	Verbal
20. Matters arising – extraordinary meeting	The Council will be updated on action points arising from the extraordinary meeting	Chair	9:05	Verbal
21. Finance – payments and receipts	The Council will review and authorise all payments arising since the last Council meeting and be informed of all receipts	Clerk	9:10	Verbal

22. County Councillor's report	County Cllr	9:15	Verbal
23. District Councillors' report	District Cllrs	9:20	Verbal
24. Planning applications The Council will agree its response to any planning applications received in advance of the meeting	Clerk	9:25	Verbal
25. Correspondence The Council will receive all correspondence for information only. Correspondence requiring a Council decision will be listed separately below	Clerk	9:30	Verbal
26. Any other business The Council will receive comments from members for information only. Any items requiring a decision from the Council are included separately on the agenda	Chair	9:35	Verbal
27. Feedback from members of the public The Council will invite comments on items discussed during the meeting	Chair	9:40	Verbal



Signed: \_\_\_\_\_

Parish Clerk

Date: 1<sup>st</sup> May 2017