

CHINNOR PARISH COUNCIL

SUMMONED TO BE PRESENT: Cllr's Ashdown, Ball, Boyle, Cooke, Dixon, Edwards, Gray, Mackenzie, Minter, Sarai, Webb and Wright

Councillors are hereby summoned to attend the **Statutory Annual Meeting**. To be held **Monday 20th May 2023** at 7.30pm in the Main Function Room, Community Pavilion, Station Road.

Liz Folley - Clerk

Chair: Cllr Mackenzie to welcome everyone to the Annual Meeting.

Public Question – (15 min) Questions from members of the public (who live, work or run a business in the Parish)

- 1. ELECTION OF PARISH COUNCIL CHAIR for 2024-25 & acceptance of office**
- 2. ELECTION OF PARISH COUNCIL VICE-CHAIR for 2024-25 & acceptance of office**
- 3. Apologies for Absence:** Received from Cllr Dixon
- 4. Declarations of Interest** – Members are asked to declare any disclosable pecuniary interest or conflict of interest in items on the agenda, **and the nature of the interest**, that has not already been recorded in the Member's Register of Interest.
- 5. District and County Councillors' Reports** (max 10 mins total)
County Councillors: Kate Gregory & Nigel Champken-Woods
District Councillors: Ali Gordon-Creed & Ed Sadler
- 6. Minutes of the last meeting:**
To approve as a correct record, the Minutes of the Full Council Meeting held on 22nd April 2024
- 7. Minutes of Committees: To receive the Minutes and reports of the following meetings**
 - a) Planning Committee: 13.05.24
 - b) HR Committee 29.04.24Motions from the Planning Committee
 - 7.1 Council to approve the services of Cornerstone Barrister for the preparation of the appeal submission for **81 LOWER ICKNIELD WAY, APP/Q3115/W/24/3339044**
 - 7.2 To approve the document prepared by Cornerstone for submission to the inspector.Motions from the HR Committee
 - 7.3 To approve a new committee structure with an additional committee named Finance & Policy
 - 7.4 To approve the Schedule of meeting for 2024/25
 - 7.5 To approve Standing Committee & Working Group Terms of Reference and agree that the Finance & Policy committee review them within the next 6 months.
- 8. District and County Councillors' Reports** (max 10 mins total)
County Councillors: Kate Gregory & Nigel Champken-Woods
District Councillors: Ali Gordon-Creed & Ed Sadler
- 9. Election of members to serve the council standing committees:** The committees will consist of all those members who wish to serve the committee plus the Council Chair and Vice Chair with

the exception of the HR Committee which will have 3 members plus the Chair (Vice Chair to be held in reserve to chair a hearing panel if necessary.)

AMENITIES COMMITTEE:

PLANNING COMMITTEE:

FINANCE & POLICY:

HR COMMITTEE:

10. Election of Chair and Vice Chair for standing committees

AMENITIES COMMITTEE:

PLANNING COMMITTEE:

FINANCE & POLICY

HR COMMITTEE:

11. Policies: to agree that the following policies remain until the Finance and Policy committee review and make their recommendations to full council

- Code of Conduct
- Standing Orders
- Health & Safety Policy Statement
- Environmental Policy
- Financial Regulations 2024
- Social Media Civility & Respect
- Scheme of Delegation

To consider the amended and updated grants policy in order that it can be implemented with immediate effect

- Grants Policy

12. Parish Representatives to be agreed/noted:

Allotments: Currently Cllrs. Ashdown & Webb

Community Pavilion: Richard Ball & David Cooke

Footpath Warden: Currently Alan Brawn

Greening Chinnor:

Mill Lane Community Garden:

OALC:

OCC Transport: Currently Cllr Dixon

Reading Room: Currently Cllr Webb

Windmill: Currently Cllrs Boyle, Dixon, Cooke and Sarai

13. Review subscriptions and memberships to external bodies

14. Review of Allotment Rents: Proposal that the rent is increased to £700 per annum as set in the 2024/25 budget

15. Review Hire Charges for Whites Field Community Hall (£15 per hour) Proposal that the hire fee remains at £15 per hour

16. Finance Matters and Reports

- a. To consider quotes for H&S requirements as recommended by the HR committee
- b. To consider recommendation from Cllr Cooke for IT equipment and microsoft 365 software
- c. To scrutinise and approve the bills for payment
- d. Confirmation of regular Standing Orders and Direct Debits
- e. To note that the year-end reports (2023/24) are prepared and will be audited by Mr RJ Lewis on 22nd May 2024
- f. To consider the insurance quote from Zurich

- g. Grants Closing date for applications is 30th June and will be considered at the Finance & Policy meeting 22nd July 2024.

17. Communications – To receive communications as the Clerk may wish to present.

Liz Folley 15th May 2024

Clerk