

24th May 2023

Dear Councillor,

You are summoned to attend a meeting for Blackbird Leys Parish Council on Tuesday 30th May 2023 at 7.00pm, to the Blackbird Leys Community Centre.

Yours sincerely

Parish Clerk

AGENDA

Annual Meeting of the Council

1. Election of the Chairman

- i. To elect a chairman and receive their 'acceptance of office' form.
- ii. To agree for the chairman to attend the Chairmanship training course by the OALC (Oxfordshire Association of Local Councils) if it has not already been attended.
- iii. To confirm the date of the 'Annual Meeting of the Parish' 2024.

2. Election of the Vice-Chairman

- i. To elect a vice-chairman.
- ii. To agree for the vice-chairman to attend training by the OALC (Oxfordshire Association of Local Councils) if it has not already been attended.

3. Declarations of Interest & Applications for Dispensation

To be received.

4. Apologies

To be received.

5. Public Participation

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

6. Regeneration update

To be received.

7. Minutes of the previous meeting

To confirm as a true record the minutes of the full parish council meeting held Tuesday 25th April 2023, and the Extraordinary Meeting of the council held on 2nd May 2023.

8. Bowls Club

To agree to move to the Bowls Club for the next full council meeting on 27th June 2023, and hold all meetings thereafter.

9. Committees and Working Groups

To review the Terms of Reference and elect the members and key roles.

1. Planning Committee

To agree to -

- i. Continue with the planning committee.
- ii. Continue with the current delegated powers/terms of reference.

- iii. Continue with the committee quorum of 3 councillors.
- iv. Hold the planning committee meeting on the second Tuesday of the month or propose another date and time.

To elect the -

- v. Members on to the Planning Committee

From the elected members appoint a

- vi. Planning Committee Chairman.
- vii. Planning Committee Vice Chairman.
- viii. Planning Committee minute-taker.

2. Staffing Committee

To agree to -

- i. Continue with the staffing committee.
- ii. The terms of reference for the committee

To elect the following roles -

- iii. Staffing Committee Chairman.
- iv. Two councillors to serve on the Staffing Committee.
- v. An alternative member to the Staffing Committee.
- vi. To agree the clerk's annual appraisal date to be held in the first week in October 2023.
- vii. To agree for appraisal training for the Staffing Committee members if they have not already attended.

3. Strategic Aims Working Group

To agree to

- i. Continue with the Strategic Aims Working Group.
- ii. The group to work on the strategic aims draft proposal.
- iii. Appoint members.
- iv. The next meeting dates.

4. Events Committee

To agree to

- i. Continue with the Events Committee.
- ii. The terms of reference.
- iii. Appoint members.
- iv. Appoint a chairman.
- v. Appoint a minute-taker.
- vi. The next meeting dates.

10. Policies, Procedure and Document review

To review and adopt the following -

- 1. Code of Conduct
- 2. Communication Policy
- 3. Complaints Procedure
- 4. Equality and Diversity Policy - **DRAFT**
- 5. Financial Regulations 2019
- 6. Health and Safety/Statement - **DRAFT**

7. Privacy Policy
8. Publication Scheme
9. Standing Orders 2018 (V 2020)
 - i. To appoint the Clerk as the Data Protection Officer.
10. Training and Development Policy – **DRAFT**

11. Representatives

To appoint a councillor to act as a representative for the following portfolios, as per the Representative Protocol.

- i. Planning
- ii. Health and wellbeing
- iii. Environment and climate change
- iv. Transport
- v. Community Safety

11. Community Groups

To agree to receive a report from

- Neighbourhood Watch
- Friendleys
- Oxford Polish Association

12. Financial Matters

- i. **Precept figure 2023 -24**
To confirm the precept figure for 2022-2023.
- ii. **Large Grants**
To cease awarding large grants from January 2024
- iii. **Income**
To confirm income for May 2023
- iv. **Cashbook Purchase**
 - To agree to purchase the cashbook items for May 2023.
 - To note the split cost for the SLCC membership.
- v. **Cashbook Payments**
To agree to pay for the cashbook items for May 2023.
- vi. **Standing Orders/Direct Debits**
To agree to continue to pay the
 - Clerk's salary.
 - Pension.
 - HMRC contributions.
- vii. **Internal Financial Controller**
To elect the Internal Financial Controller.

13. To propose items for the next agenda

Councillors need to submit proposals to the clerk in writing at least 10 clear days before the meeting it is proposed for. (As per standing order 9B).

14. Dates for the Next Meetings

- Planning Committee – Tuesday 13th June at BBL Community Centre.
- Full Parish Council – Tuesday 27th June – location to be confirmed.