

22nd May 2024

Dear Councillor,

You are summoned to attend a meeting for Blackbird Leys Parish Council on Tuesday 28th May 2024 at 7.00pm, to the Blackbird Leys Bowls Club.

Yours sincerely

Emma Kearney

AGENDA

Annual Meeting of the Council

1. Election of the Chairman

1. To elect a chairman and receive their 'acceptance of office' form.
2. 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.
3. To confirm the date of the 'Annual Meeting of the Parish' 2025.

2. Election of the Vice-Chairman

1. To elect a vice-chairman.
2. 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 30th April 2024.

8. Noticeboards

To agree

1. Who will update the boards for 2024-25.
2. To provide the ink, paper and any equipment necessary to support.
3. The amount to be spent.

9. Committees and Working Groups

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

1. Planning Committee

To agree to -

1. Continue with the planning committee.

2. Continue with the current delegated powers/terms of reference.
3. Continue with the committee quorum of 3 councillors.
4. Hold the planning committee meeting on the third Tuesday of the month or propose another date and time.

To elect the -

5. Members on to the Planning Committee

From the elected members appoint a

6. Planning Committee Chairman.
7. Planning Committee Vice Chairman.

2. Staffing Committee

To agree to -

1. Continue with the staffing committee.
2. The terms of reference for the committee

To elect the following roles -

3. Staffing Committee Chairman.
4. Two councillors to serve on the Staffing Committee.
5. An alternative member to the Staffing Committee.
6. To agree the clerk's annual appraisal date to be held in October 2024.
7. To agree for appraisal training for the Staffing Committee members if they have not already attended.

3. Strategic Aims Working Group

To agree to

1. Continue with the Strategic Aims Working Group.
2. The group to work on the strategic aims draft proposal.
3. Appoint members.
4. Hold the working group meeting on the third Tuesday of the month after the planning meeting or propose another date and time.

5. Events Committee

To agree to

1. Continue with the Events Committee.
2. The terms of reference.
3. Appoint members.
4. Appoint a chairman.
5. The next meeting dates.

10. Policies, Procedure and Document review

To review and adopt the following policies.

1. Code of Conduct (*No Change*)
2. Communication Policy (*No Change*)
3. Complaints Procedure (*No Change*)
4. Equality and Diversity Policy (*No Change*)
5. Financial Regulations 2019 (*No Change*)
6. Health and Safety/Statement (*No Change*)
7. Privacy Policy (*No Change*)

8. Publication Scheme (*No Change*)
9. Standing Orders 2018 (V 2020) (*No Change*)
 - i. To appoint the Clerk as the Data Protection Officer.
10. Training and Development Policy (*No Change*)
11. Small Grants Policy.

11. Representatives

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

1. Planning
2. Health and wellbeing
3. Environment and climate change
4. Transport
5. Community Safety

12. Financial Matters

1. Precept figure 2023 -24

To confirm the precept figure for 2024-2025.

2. Grants

To continue awarding small grants as per the policy in place.

3. Installation of the Defibrillator

To agree which quote to accept.

4. Income

To confirm income for May 2024

5. Cashbook Purchase

1. To agree to purchase the cashbook items for May 2024.
2. To note the split cost for the SLCC membership.

6. Cashbook Payments

To agree to pay for the cashbook items for May 2023.

7. Standing Orders/Direct Debits

To agree to continue to pay the

- i. Clerk's salary.
- ii. Pension.
- iii. HMRC contributions.
- iv. Mobile phone contract
- v. Debit Card
- vi. Bank Account Fee

8. Internal Financial Controller

To elect the Internal Financial Controller for 2024-25.

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 9th July (no meeting in June).
- Full Parish Council – Tuesday 25th June at the Blackbird Leys Bowls Club.