

Littlemore Parish Council

Littlemore Community Centre, Giles Road
Littlemore, Oxford, OX4 4NL
Tel: 07787 572214 Email: clerk@littlemoreparishcouncil.gov.uk

To: All Parish Councillors

You are hereby summoned to attend the Annual Meeting of **Littlemore Parish Council** to be held at **Littlemore Community Centre, Giles Road, Littlemore, Oxford, OX4 4NL** on **Tuesday 9th May 2017** commencing at **7.00pm** for purpose of transacting the following business. Members of public and press are invited to attend

Richard Wilkins
Clerk to the Council
Date: 2nd May 2017

AGENDA

Public Forum – the first ten minutes are available for the public to express a view or ask a question on relevant Parish Council matters on the following Agenda

The Public are welcome to stay and observe the rest of meeting but will be unable to express views or ask questions.

75/17 Chairs Welcome

76/17 Apologies for Absence

77/17 Declarations of Interest. To receive any declarations of disclosable pecuniary interest or other interests which members may have in terms of the items under consideration.

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

78/17 Election of Chair for the 2017/18 year.

79/17 Election of Vice-Chair for the 2017/18 year

80/17 Acceptance of Minutes Previous Meeting: Tuesday 4th April 2017

81/17 Agreement of committees and working groups for the 2017/18 year, their terms of reference and their memberships.

- Finance Committee (1 member of Council plus Vice Chair and Parish Clerk/RFO)
- Planning Sub-Committee (6 members of Council)
- Grant's Working Group
- Digital & IT Working Group
- Transport Working Group
- Amenities Working Group (1 member plus Parish Clerk)

82/17 Review and adoption of standing orders, code of conduct, and financial regulations and other policies.

- Standing Orders
- Code of Conduct
- Financial Regulations
- Social Media Policy
- Data Protection Policy
- Freedom of Information Policy
- Co-option Policy

83/17 Review of inventory of fixed assets including buildings and machinery.

84/17 Review of arrangements for insurance cover in respect of insured risks.

85/17 Review of Councils memberships of other bodies.

86/17 Correspondence: to discuss and decide on correspondence received at Parish Council

SLCC Leadership in Action Course two-day for Clerks – Cost £310 (7th – 8th June 2017)
OALC Clerks Year Training Course - £65 + VAT
CIL Money Lawn Upton Close

87/17 Chair Update: to inform the Council of any items of note. No decisions will be taken.

88/17 Clerk's Update: to inform the Council of any items of note including progress on previously agreed actions. No decisions will be taken.

89/17 Receive Finance Update:

Bank balance as at 28/04/2017

Treasurers Account **£96,509.53** (including **£12,540** CIL money plus **£43,500** Precept)

National Savings Bank **£564.21**

Business Interest Account **£5,375.13**

Petty Cash £0.00

Santander Account currently waiting on correspondence from previous Clerk.

The following invoices/wages to be paid	£ Incl. VAT
Groundsman Wages (May 2017 Pay)	944.80
Groundsman Purchases (Fencing, Generator)	188.50
SLCC Local Council Administration Book	78.40
OALC Training Course – 20 th May 2017	780.00
Executive Alarms Ltd – Pavilion Callout	179.40
Viking – Office Printer & Cartridges	566.34
Office Supplies (4 x receipts owed to Clerk)	63.01
Nolan Oils – Red Diesel for Mower	353.87
TOTAL	£3,154.32
INCOME :-	
No Payments received	
TOTAL	£3,154.32

Clerk to provide update from Finance Training Course and to advise Council of recommendations required

90/17 Approve increasing staff wages in line with National Salary Award of 1%

91/17 Receive and note Sub-Committee Report: Planning.

92/17 Receive and note Amenities Update.

93/17 Receive and note Working Group Reports: Neighbourhood Plan, Transport, Digital & IT, Grants – Verbal reports with submission of minutes to be made available for Council.

94/17 Receive Update from Oxfordshire County Council: Cllr J Tanner & Cllr G Sanders

95/17 Receive Update from Oxford City Council: Cllr Sanders, Cllr Henwood & Cllr Tanner

96/17 Littlemore Local Update: Mrs Judith Godslan

97/17 Agree Agenda items for Next meeting: to be submitted to Parish Clerk 7 working days before Parish Council Meeting, the Chair has final say if to be submitted to next agenda.

98/17 Urgent items: anything which comes to the Clerk's attention since the agenda was set.

99/17 Date of Next Meeting : Tuesday 13th June 2017