

**Littlemore Parish Council**

**% Sandford Lodge**

**24 Lawn Upton Close**

**Littlemore**

**Oxford OX4 4QF**

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**Members of Parish Council: Councillors Sue Stewart (Chairman), Susie Aldridge, Tiago Corais, Michael Evans, David Henwood, Michele Paule, Janice Pullen, Anna Railton, Maggie Willis and Sadiea Mustafa-Awan**

Dear Councillor

You are hereby summoned to attend the **Annual General Meeting of Littlemore Parish Council** to be held at **Littlemore Village Hall, Railway Lane OX4 4QB** on **Tuesday 10 May 2022 at 7.00 pm**. Members of the public and press are invited to attend.

**Sue Stewart**

**Cllr Sue Stewart, Chairman**

### **COVID 19 AWARENESS**

If you have had any of the main three symptoms of Coronavirus in the previous 14 days please DO NOT attend this meeting – high temperature, a new continuous cough or a loss or change to your sense of smell or taste.

Due to limited space the meeting will only be able to accept 4 members of the public/press.

**Date: 4 May 2022**

### **AGENDA**

In Accordance with Standing Order 3 e-k members of the public may make representations, ask questions, and give evidence in respect of any item of business included in the agenda only. Time allocated shall not exceed 10 minutes. The public are welcome to stay and observe the rest of the meeting but will be unable to express views or ask questions.

**FC 1/22 Election of Chairman for period of May 2022 to May 2023**

**FC 2/22 To receive the Chairman's Declaration of Office**

**FC 3/22 Election of Vice-Chairman for period of May 2022 to May 2023**

**FC 4/22 Apologies for Absence**

Apologies received by the Assistant Clerk will be recorded. The reason for absence must be accepted by the Council.

**FC 5/22 Declarations of Interest**

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

Under the Localism Act 2011 (sections 26-37 and schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interest which is not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it. Should any member have a Disclosable Pecuniary Interest in an item on the agenda, the member may not participate in consideration of that item unless a dispensation has been requested in writing to the Clerk and granted by the Clerk on behalf of Council.

**FC 6/22 Minutes of Parish Council Meeting**

To receive and approve as a correct record the minutes of the Full Parish Council meeting held on Tuesday 12 April 2022 (see separate attachment)

**FC 7/22 To review the terms of reference of the Finance & General Purposes Committee (see Annex A below) and elect a chair and members** - there are currently 4 members plus one substitute

**FC 8/22 To review the terms of reference of the Planning Committee (see Annex B below) and elect a chair and members** - there are currently 4 members and no substitute

**FC 9/22 To review the terms of reference of the Personnel Committee (see Annex C below) and elect a chair and members** - there are currently 4 Members plus one substitute

**FC 10/22 To complete the Annual Governance Statement (see separate attachments)**

**FC 11/22 To approve the draft Accounting Statement (see separate attachment)**

**FC 12/22 Appointment of Working Parties**

**Grants**

**Transport & Connectivity**

**Community Engagement (to include Neighbourhood Plan and Climate and Bio-diversity)**

**Information Technology**

**Estates and Maintenance**

**FC 13/22 Appointment of Representatives on Outside Bodies**

Iffley Charities

Littlemore Community Association

Littlemore Partnership

**FC 14/22 To approve Register of Fixed Assets** - (see separate attachment)

**FC 15/22 To review mandates for bank accounts**

**FC 16/22 Agenda items for next meeting** to be submitted by Thursday 2 June

**FC 17/22 Date of Next Meeting: Tuesday 14 June 2022**

**To move:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**FC 18/22**

To approve salary arrangements for the Responsible Financial Officer

## **Annex A - Finance & General Purposes Committee Terms of Reference**

1. To work in conjunction with Council Financial Regulations including authority to spend.
2. To monitor all income & expenditure against agreed budgets and bring any items to the Full Council which the Committee deems worthy of review.
3. To receive budget monitoring reports, as required by the Council's Financial Regulations and to carry out monitoring.
4. To receive the Council's Annual Accounts for the preceding financial year.
5. To receive regular reports regarding payments, as required by the Councils Financial Regulations.
6. To consider reports from the Responsible Financial Officer, as and when necessary.
7. To oversee the annual budget setting process and advise spending committees on the financial position.
8. To oversee forward financial planning and review Council reserves.
9. To oversee the internal control of Council finances.
10. To review the Council's insurance when required
11. To review the Council's assets
12. To annually assess the financial risks facing the Council

To make recommendations to Full Council on:

1. Guidelines for the preparation of Revenue budgets, the Capital programme, the annual budgets including the levying of the Council's precept on the District Council.
2. Virement of budget provision between specific accounts to meet unplanned incidents to ensure that the accounts reflect an accurate statement of the Council's finances.
3. All matters relating to finance, budgets, valuation, rents, and charges, including the re- allocation of cost codes.
4. The financial terms for the rights and easements for the purchase, leasing, or disposal of property.

The Finance and General Purposes Committee shall hold meetings every two months. Additional meetings can be called if required by the Chair of Committee.

## **Annex B - Planning Committee Terms of Reference**

1. To have delegated power to determine the Parish Council's policy in relation to National, Regional, County and District plans and policies.
2. To have delegated power to determine the Parish Council's policy in relation to Planning Guidance.
3. To have delegated power to determine the Parish Council's comments observations and/or objections in relation to any planning application on which this Council is consulted.
4. To have delegated power to comment as required by other planning authorities on any other matters covered by the various Country Planning Acts and similar legislation (e.g. with regard to conservation area proposals and periodic reviews of the register of listed buildings).
5. To carry out a planning enforcement role locally, by reporting to the City Council Planning Authority any alleged incidents or unauthorised development, or any alleged contraventions of conditions associated with authorised developments.
6. To have preliminary discussions on all other planning related consultations that come before the Council.
7. To have delegated power to comment on all highways consultations.

The Planning Committee shall hold meetings monthly. Additional meetings can be called if required by Chair of Committee.

## **Annex C - Personnel Committee Terms of Reference**

The purpose of the Personnel Committee is, on behalf of the Parish Council and always in conjunction with the clerk, make decisions and recommendations about all staffing matters, subject to budget and expenditure limits decided by the Council. Delegated powers to make decisions on following (in conjunction with Clerk)

1. All matters relating to employees of the Council, including any changes in the establishment and the health, welfare and safety of employees including the conditions under which they work
2. The appointment of grievance/disciplinary panels and appeal panels to deal with employee matters.
3. The review of annual salary recommendations including review of Oxford Living Wage scales.
4. The review of training requests and other matters arising from staff appraisals.
5. To establish and keep under review a staffing structure, in line with the budget and expenditure limits decided by the Council
6. To ensure that all council staff have appropriate job descriptions in line with NALC/SLCC guidelines.
7. To draft, implement, review, monitor and revise policies relating to staff and conditions of employment.
8. To oversee the recruitment and appointment of staff.
9. To arrange implementation of new employment contracts and changes in contracts.
10. To oversee any process leading to dismissal of staff including redundancy.
11. To monitor and address regular or sustained staff absence.
12. To consider any appeal against a decision in respect of pay.
13. To review and advise on Council pension provisions for all employees.
14. To supervise the Clerk's leave requests, record and monitor absences for Clerk

.Parish Clerk Direct Responsibilities

1. The Parish Clerk (Proper Officer) is line manager to all Council employees and administers leaves requests, records and monitor absences, conducts annual appraisals and handles staff training requirements within a set budget.

2. The Clerk will report any serious matters to the Chair of Personnel Committee who may convene a meeting of members.

#### Full Council Direct Responsibilities

To Supervisor the Clerk's work via a yearly appraisal conducted by the Chairman of Council and Chairman of Personnel Committee.

Powers to make recommendations.

To make recommendations to Full Council on any matters not listed.

To make recommendations on staffing related expenditure, including salary increases in line with Oxford Living Wage to Finance Committee.

Personnel Committee shall hold two meetings a year. Additional meetings can be called if required by Chair of Committee.