

HPC

Highmoor Parish Council

Councillors are summoned to attend the Annual Council meeting of Highmoor Parish Council which will commence at 7.00 pm on Wednesday, 11 May 2022. The following business will be transacted:-

Note: Public speaking will be for a maximum 15 minute period with each speaker to try and limit their time to no more than 3 minutes when raising issues/ points related to council's work– if a member of the public wishes to raise a specific question (related to the work of the parish council including planning applications to be considered by the Council) please contact the Clerk (see below) 48 hours before the meeting thus giving time for up to date information to be sought. If it is not possible to access required information for the meeting then either a written response will be made at a later date or the question will be included on the next Council agenda.

COVID: The Highmoor Parish Council notes the government's lifting of Covid restrictions But continues to be vigilant with regard to the Covid virus and the venue will receive appropriate cleaning measures for disinfecting and ventilation. If those attending the meeting wish to socially distance/wear face masks the Council asks that such individual choices to do so be respected.

1. Election of Chairman of Council for the year 2022/23 – followed by Declaration of Acceptance
2. Election of Vice Chairman of Council for the year 2022/23– followed by Declaration of Acceptance
3. To receive apologies for absence
4. To receive Declarations of personal and prejudicial interests from councillors
5. To approve the Minutes of the Annual Meeting held on 5 May 2021
6. To receive the annual Oxfordshire County Council Highmoor Report
7. To receive the annual South Oxfordshire District Council Highmoor Report
8. To agree dates of meetings 2022/23 – see attached notes
9. To review Council's Scheme of Delegation – see attached notes
10. To review the Council's Standing Orders/Policies /Procedures – see attached notes

Mrs J E Pickett
Clerk to the Council
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Email: clerk@highmoorparishcouncil.org.uk



Clerk

5 May 2022

Highmoor Parish Council

Agenda – Annual Council Meeting 11 May 2022

Item 8 Dates of meetings 2022/23

06 July 2022
07 September 2022
07 December 2022
11 January 2023
08 March 2023
05 April 2023 (Annual Parish meeting followed by Council meeting)
10 May 2023 (Annual Council meeting followed by Council meeting)

Parish Council elections will take place on May 2023 and each parish is legally obliged to hold its annual council meeting within 14 working days of the date of said election taking into account required public notice of the meeting

All meetings are held on a Wednesday commencing at 7.00 pm (where there are two meetings on the same date the first meeting commences at 7.00 pm followed by the second meeting) – the venue is the village hall at Rotherfield Greys RG9 4PN)

Remembrance Sunday will take place on Sunday 13 November 2023

Item 9 Scheme of Delegation

To review the Council's Scheme of Delegation –

that when required between Council meetings the Clerk with a consensus view of a minimum of 3 councillors shall implement actions required to facilitate the continuation of Council business – this will exclude items of major importance to the village of Highmoor when, if required, an Extraordinary Meeting can be called. Decisions resolved within this Scheme will be reported and recorded in the Minutes of the next meeting of the Council

Item 10 Review of Policies/Procedures

The following is a list of Council's policies/procedures which, having been previously read by each councillor, will be submitted for review at the meeting:-

Standing Orders/Financial Regulations/Freedom of Information/General Data Protection/Privacy and Consent/Transparency Code/Subject Access Request/Reserves/Investments/Recording of Meetings/Code of Conduct/Complaints Procedure/Complaints form/Policy & Procedure for a Casual Vacancy/Business Continuity Plan

5 May 2022