

Highmoor Parish Council

Councillors are summoned to attend the Annual Parish Council meeting of Highmoor Parish Council which will commence at 7.00 pm on Wednesday, 10 May 2023. 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) at least 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.

1. Election of Chairman of Council for the year 2023/24 - followed by Declaration of Acceptance
2. Election of Vice Chairman of Council for the year 2023/24 - 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 Parish Council Meeting held on Wednesday, 11 May 2022
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 2023-2024 – see attached
9. To review Council's Scheme of Delegation – see attached
10. To review the Council's Policies, Procedures and Standing Orders – see attached

Signed _____

Date 3rd May 2023

R Norton
Clerk to the Council

Tel: 07801088760

Email: clerk@highmoorparishcouncil.org.uk

Item 8 – Dates of meetings 2023-24

Wednesday 5th July 2023

Wednesday 6th September 2023

Wednesday 6th December 2023

Wednesday 10th January 2024

Wednesday 6th March 2024

Wednesday 3rd April 2024 (Annual Parish meeting followed by Parish Council meeting)

Wednesday 8th May 2024 (Annual Parish Council meeting followed by Parish Council meeting)

Item 9 – Scheme of Delegation

To review the Council's Scheme of Delegation:-

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

Item 10 – Review of Council's Policies, Procedures and Standing Orders

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

Councillors' Code of Conduct

Policy - Finance Regulations

Policy - Business Continuity

Policy - Freedom of Information

Policy - GDPR (General Data Protection Regulation) & Data Protection

Policy - GDPR (General Data Protection Regulation) & Data Protection Policy Consent Form

Policy - Investment

Policy - Privacy

Policy - Recording of Meetings

Policy - Reserves

Policy - Risk Assessment

Policy - Subject Access Request

Policy - Transparency Code

Procedure - Casual vacancy for a parish councillor

Standing Orders

All the Council's Policies, Procedures and Standing Orders are available in full on the Council's website at <https://www.highmoorparishcouncil.org.uk/policies-and-procedures.html>