

# HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will commence at 7.00 pm on Monday 30 May 2022 in the **Memorial Hall, Highmoor Cross, Oxon RG9 5DX.**

( 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 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.

Key: HPC Highmoor Parish Council  
OCC Oxfordshire County Council  
SODC South Oxfordshire District Council  
VWH Vale of White Horse District Council  
FMS Fix My Street


The following business will be transacted:-

1. To receive apologies for absence
2. To receive declarations of personal and prejudicial interests from councillors
3. To receive and approve minutes of Council meeting held on 11 May 2022
4. Finance
  - (a) To consider and approve internal Audit 2021/22 documentation as follows:-
    - ( i) Internal auditor's Report
    - ( ii) AGAR (Annual Governance & Accountability Returns) – councillors must have read each page and consider same for adoption:-

AGAR papers:-

      - Sections Part 2 Cert of Exemption – (agree & sign)
      - Annual internal audit report (signed by auditor)
      - Annual Governance Statement (agree & sign)
      - Section 2 accounting statements (agree & sign)
    - (iii) Notice of Public rights (approve dates for publication)

Local Authority Accounts – summary of public rights (information for public)
    - (iv) Explanation of variances (for information)
    - (v) Explanation of Reserves (for information)
    - (vi) Bank reconciliation (for information)
    - (vii) Fixed Assets Register (for information)
5. Administration
  - To consider future administration for the Council

Signed   
Clerk to the Council

Date 22 May 2022