

**Present:-**

Councillor E Mulvaney

Councillor R Stacpoole

Councillor J Stevens

Councillor C Clarke

Mr Roger (Ben) Norton - Clerk

Members of the public – none

OCC – Cllr D B Batholomew

SODC - none

**36.23 ELECTION OF CHAIRMAN 2023/24**

Councillor R Stacpoole proposed and Councillor C Clarke seconded

that Councillor E Mulvaney be elected as Chairman for the year 2023/24.

No further nominations were received.

A vote was taken – motion carried.

Councillor E Mulvaney signed the Declaration of Acceptance.

Councillor Mulvaney took the Chair.

**37.23 ELECTION OF VICE CHAIRMAN 2023/24**

Councillor E Mulvaney proposed and Councillor C Clarke seconded

that Councillor R Stacpoole be elected as Vice Chairman for the year 2023/24.

No further nominations were received.

A vote was taken – motion carried.

Councillor R Stacpoole signed the Declaration of Acceptance.

### **38.23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Stacpoole.

### **MEMBERS DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

None received

### **39.23 MINUTES**

**RESOLVED** that the Minutes of the Annual Parish Council meeting held on 11 May 2022 be adopted

### **40.23 OXFORDSHIRE COUNTY COUNCIL**

County Councillor D Bartholomew confirmed that the annual report on behalf of the Oxfordshire County Council was as per his report to the Highmoor Annual Parish Meeting (copy available upon request).

### **41.23 SOUTH OXFORDSHIRE DISTRICT COUNCIL**

None received at meeting.

### **42.23 DATES OF MEETINGS 2023-24**

Councillors **RESOLVED**

that the following meeting dates be agreed subject to the venue of Highmoor Memorial Hall being available:-

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)

### **43.23 REVIEW OF COUNCIL'S SCHEME OF DELEGATION**

Councillors **RESOLVED**

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.

#### **44.23 REVIEW OF COUNCIL'S POLICIES, PROCEDURES AND STANDING ORDERS**

Recognising that a review of all Policies, Procedures and Standing Orders took place and that new policies and procedures were put in place in 2023, the following is a list of the Council's policies, procedures and standing orders which, having previously been read by each councillor, was 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>

It was **RESOLVED**

that all such documents were up to date and no further reviews or changes were required at this time.

The meeting closed at 7.25pm.