

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend a Meeting of Caversfield Parish Council on Wednesday 21 May 2014, at Emmanuel Church, Bure Park, Bicester following the Annual Parish Meeting to be held at 7.00pm

Members of the Public: you are invited to attend

AGENDA

1. **To elect the Chairman for the year 2014/15**
2. **Apologies for absence** – to receive apologies
3. **To elect the Vice Chairman for the year 2014/15**
4. **Declarations of interest** – to receive any declarations of interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct.
5. **To appoint Responsible Financial Officer for the year 2014/15**
6. **To appoint the Parish Internal Auditor for the year 2014/15**
7. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders.
8. **To receive the Minutes** of the Parish Council Meeting held on 19 March 2014
9. **Matters arising** from the Minutes – the Clerk / Chairperson will report on progress of outstanding items
10. **Reports from District, County Councillors and Police**
11. **Finance**
 - a. To receive the financial report for the year end and Statement of Accounts
 - b. To receive the monthly financial report
 - c. To update the Asset Register
 - d. To consider a Parish Risk Assessment
 - e. To complete the External Audit Annual Accounting Statements for 2013/14
 - f. To complete the External Audit Annual Governance Statement for 2013/14
 - g. To consider invoices for payment
12. **Planning Applications** – to consider or note applications
 - a. 14/00454/F, Bicester Heritage; Material change of use of Ministry of Defence workshop use to office and workshop use
 - b. To discuss the Cala Homes Appeal Enquiry
13. **New Councillor** - to discuss progress on the co-option of one new Councillor
14. **Parish Matters not otherwise mentioned in Matters Arising:**
 - a. **Registering the Parish Council land in Old School Close as a Village Green** – to consider
15. **Reports from Meetings** – to receive reports from any meetings attended
16. **Correspondence** - to discuss and consider correspondence received
17. **Any Other Business** – for information or next Agenda only
18. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 16 July 2014 (third Wednesday of alternate month).