

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend a Meeting of Caversfield Parish Council on Wednesday 17 May 2017, in the Chinnery Room at **FRINGFORD VILLAGE HALL** following the Annual Parish Meeting which commences at 7.30pm

Members of the Public: you are invited to attend

AGENDA

1. **To elect the Chairman for the year 2017/18**
2. **Apologies for absence** – to receive apologies
3. **To elect the Vice Chairman for the year 2017/18**
4. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct.
5. **To appoint the Clerk as Responsible Financial Officer as a permanent position**
6. **To appoint the Parish Internal Auditor for the year 2017/18**
7. **To appoint a Councillor responsible for Internal Financial Control for the year 2017/18**
8. **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.
9. **To receive and approve the Minutes** of the Parish Council Meeting held on 15 March 2017
10. **Update on progress from the Minutes** – the Clerk / Chairperson will report on progress of outstanding items which do not require further decision
11. **Reports from District, County Councillors and Police** – for information only
12. **Reports from the Village Management Companies**
13. **Finance**
 - a. To receive and agree the financial report for the year end
 - b. To receive the monthly financial report – for information
 - c. To consider and agree the Reserves for the year end 2016/17
 - d. To consider and approve the Statement of Accounts for the year ending 31 March 2017
 - e. To update the Asset Register
 - f. To complete the External Audit Annual Governance Statement for 2016/17
 - g. To complete the External Audit Accounting Statements for 2016/17
 - h. To receive the report from the Internal Auditor
 - i. To agree to the inclusion of the Clerk as a signatory on the bank account for administration purposes
 - j. To consider invoices for payment itemised on the payment schedule
14. **To review and agree the Risk Assessment for 2017/18**
15. **To review and agree the Reserves Policy**

16. Planning Applications

- a. To consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting
- b. To note Notices of Decision

17. To consider and review CDC's Parish Remuneration Report for 2017/18

18. To consider OALC Dispute Resolution Guide

19. To consider attendance at the CFO Community Transport Network meeting on 22 May at 1pm

20. To consider which Councillors will attend the CDC Parish Liaison Meeting on Wednesday 14 June

21. Parish Matters:

- a. Bicester Heritage Sunday Brunch Scramble 23 April – parking issues
- b. Flywheel at Bicester Heritage – to note the dates and receive further information

22. Clerk CiLCA Course – to receive an update

23. Reports from Meetings – to receive reports from any meetings attended

24. Correspondence - to note correspondence received not otherwise on the agenda where decisions are not required

25. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 5 July 2017

26. Date of next meeting: to confirm the date of the next meeting as Wednesday 19 July 2017 (third Wednesday of alternate month).

J. Olds

Jane Olds, Clerk to the Council
13 Oak Close, Bicester, OX26 3XD

caversfield.parishclerk@gmail.com
01869 247171 www.caversfieldpc.org.uk