

# CAVERSFIELD PARISH COUNCIL

**To Members of the Council:** you are summoned to attend a Meeting of Caversfield Parish Council on Wednesday 15 May 2019, at Gagle Brook School, Elmsbrook at 7.30pm

**Note: Declarations of Acceptance of Office and Registers of Members' Interest forms must be signed and completed before the meeting commences**

**Members of the Public:** you are invited to attend

## AGENDA

1. **To elect the Chairman for the year 2019/20**
2. **To elect the Vice Chairman for the year 2019/20**
3. **Apologies for absence** – to receive apologies
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. **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.
6. **Reports from District and County Councillors** – for information only
7. **Reports from the Village Management Companies** – for information only
8. **To receive and approve the Minutes of the Parish Council Meeting held on 20 March 2019**
9. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
10. **Governance**
  - a. **General Power of Competence**
    - i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA-qualified Clerk)
    - ii. To agree to adopt the General Power of Competence
  - b. **Risk Assessment** – to review and agree the Risk Assessment for 2019/20
  - c. **Councillor Co-options** – to consider any applications received
  - d. **Casual Vacancy Application Form** – to consider and approve the form
  - e. **Parish Councillor responsible for Internal Financial Control** – to consider and agree the appointment
  - f. **OALC Executive Committee** – to consider nominating a Councillor for the OALC Executive
  - g. **Staffing Committee** – to review the terms of reference and membership
11. **Finance**
  - a. **Financial Report** – to receive the report
  - b. **Reserves** – to consider and agree the Policy and confirm the Reserves for 2019/20
  - c. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2019
  - d. **Asset Register** – to update the Asset Register

- e. **External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
- f. **External Audit Annual Governance Statement** – to complete the Statement for 2018/19
- g. **External Audit Accounting Statements** – to complete the Statements for 2018/19
- h. **Internal Financial Controls** – to review the effectiveness of the Internal Financial Controls using the revised policy
- i. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor
- j. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 19/20
- k. **Annual Subscriptions and Regular Payments** – to consider and agree the list
- l. **NS&I Account Signatories** – to consider new signatories on the account
- m. **Invoices** - to consider invoices for payment itemised on the payment schedule
- 12. **Training**
  - a. **OALC Training** – to consider attendance of any of the 2019 courses
- 13. **Planning**
  - a. **Planning Applications** – 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  
None have been received
  - b. **Notices of Decision** – to note
- 14. **Parish Matters:**
  - a. **Crossing the A4421** – to receive a progress report
  - b. **Village Spring Clean** – to receive a report
  - c. **Old School Close Village Green Registration** – to receive a progress report
  - d. **Dog waste bin** – to consider a request for an additional bin at the corner of Springfield Road
- 15. **Reports from Meetings** – to receive reports from any meetings attended
- 16. **Attendance at Meetings**
  - a. **CDC Parish Liaison Meeting** – 12 June
- 17. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
- 18. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 3 July 2019
- 19. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 17 July 2019 (third Wednesday of alternate month) at 7.30pm.

**Dated: 8 May 2019**

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

clerk@caversfieldpc.org.uk  
01869 247171 www.caversfieldpc.org.uk