

Stonesfield Parish Council

Email: clerk@stonesfieldpc.uk

31st May 2024

Councillors are hereby summoned to attend the next full council Meeting of **Stonesfield Parish Council** will be held on **Wednesday 5th June 2024 at 7pm** at Stonesfield Primary School when your attendance is requested.

Members of the public: Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts.

- 1. Election of Chair.**
- 2. Apologies for absence**
- 3. Declarations: of interest** – to receive any requests for dispensations or declarations of interest from councillors relating to items on the agenda.
- 4. Public Participation** – to facilitate public participation related to items on the agenda. Members may only make one address to the council of no more than 3 minutes duration and only concerning topics on the agenda.
- 5. To confirm the minutes of the previous council Meeting held on 3rd April 2024 and 8th May 2024** (previously circulated)
- 6. Update on progress from the minutes held 3rd April 2024 and 8th May 2024**
- 7. To receive reports from District, Parish and County Councillors and Clerks report**
 - (a) To receive reports from District & County Councillors
 - (b) Questions arising from the clerk's report
 - (c) To receive reports from Parish Councillors
- 8. Financial Matters**
 - 1. To approve financial payments – see Clerks finance report
 - 2. Audit – to confirm the figures in the AGAR and sign
 - 3. Audit – to consider the Annual Governance statements and respond accordingly
 - 4. Audit – to consider the internal auditor comments
 - 5. To consider any grant requests received in advance of the meeting (no later than 3rd June to be considered at this meeting)
 - 6. To confirm and appoint the Responsible Financial Officer.

- 7. To confirm that the clerk can advertise the clerk vacancy and to confirm salary scale to advertise for new clerk vacancy.
- 8. To confirm that the new clerk can purchase and re-expense a new laptop if required for clerk work for Stonesfield up to a maximum budget of £500.

9. Planning Applications: to consider all recent planning applications received from West Oxfordshire District Council published on the WODC planning portal since the last meeting.

10. Recruitment of new clerk: to confirm who will interview for the new clerk.

11. Items for information or next agenda only

12. Date of the next full council meeting: 7th August 2024 (tbc)– 7pm Stonesfield Primary School

Karen East

Clerk

Next meeting agenda will include:

- *Recruitment of clerk update*
- *To confirm representatives for areas of council*
- *Policy review*
- *Consider and re-confirm working groups for the council*
- *Co-option of councillor*