



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Sharon Palmer**

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

Email: [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712 705865

### To: All Members of Minster Lovell Parish Council

You are hereby summonsed to attend the **Annual Meeting** of the Parish Council to be held at **St Kenelm's Hall, Brize Norton Road, Minster Lovell** on **Monday 16<sup>th</sup> May 2022 at 7.00pm** for the transaction of the business stated below. The Public and Press are also invited to attend.

### The agenda is as follows:

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence
4. To receive any declarations of interest in agenda items
5. To receive the Minutes of the Annual Meeting of the Parish Council held on 17<sup>th</sup> May 2021
6. To receive the Minutes of the Annual Parish Council Meeting held on 19<sup>th</sup> April 2021
7. Report from Village Organisations not presented at the Annual Meeting
8. Presentation from Mr. Norridge, Burford School Governor
9. To consider and approve the Asset Register
10. To consider and approve Standing Orders
11. To consider and approve the Freedom of Information Act Schedule
12. To consider and approve all Parish Council policies:-
  - (a) Community Grants Policy
  - (b) Public Speaking Policy
  - (c) Publicity Policy
  - (d) Allotments Policy
  - (e) Privacy Notice (public)
  - (f) Privacy Notice (staff and Councillors)
  - (g) Subject Access Request (SAR) Policy
  - (h) To review and approve Disposal and Archive Policy for Council filing
13. Update on revision to the Minster Lovell Policy Statement
14. To review financial matters:-
  - (a) To consider and approve Financial Regulations
  - (b) To consider and approve an up to date Risk Assessment
  - (c) To review the Council insurance policy and discuss/resolve alterations
  - (d) To review the bank mandate
  - (e) To receive a summary of NI and Tax paid to HMRC during the last financial year

Signed .....

Parish Clerk



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\*Listed planning applications are those received by the Clerk in advance of drafting the meeting agenda. The Council will review all applications received up to the date of the meeting.

### Public Speaking Policy

Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner's Public Participation section is made available at the beginning of Council meetings for this purpose.

#### Please Note:

- Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner's Public Participation section only. Thereafter public speaking is not permitted.
- Parishioners are permitted to speak for 3 minutes on Planning Applications and Decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
- Speakers are required to introduce themselves and confirm their address to the Council.
- Speakers should clearly outline their views concerning the agenda item.
- Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- Please remember that Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
- The Chairman of the Council has the right to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.