



GORING-ON-THAMES PARISH COUNCIL

Notice of the Annual Council Meeting of the Goring-on-Thames Parish Council

Monday 15th May 2023 at 19:30, Belleme Room, Goring Village Hall

All Councillors are summoned to a Meeting of Goring-on-Thames Parish Council.

All Councillors are asked to arrive at least 5 minutes before the published start of the meeting in order to sign their acceptance of office.

Members of the public and press are invited to attend all council meetings.
(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. To elect a Chairman for the year ahead [LGA 1972 ss15(2) and 34(2)]

- 1.1. To receive Chairman's declaration of acceptance of office [LGA 1972 s83(4)]
- 1.2. To receive Chairman's confirmation if they wish to be known as:
 - Chair
 - Chairwoman
 - Chairman
 - Chairperson for the duration of their term.

2. To receive apologies for absence. [LGA 1972 s85(1)]

3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

4. Declarations of Interests [LA 2011 s31]

- 4.1. To receive Register of Members Interest from all Councillors
- 4.2. To receive declarations of interest for items on this agenda
Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)
- 4.3. To consider requests for Dispensations [LA 2011 s33]

The following items are listed in the Stand Orders as being required in the Annual Meeting of the Council and Listed in the same order as in the Standing Orders.

5. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

- 5.1. Meeting held on 13th March 2023
- 5.2. Matters arising from the minutes not elsewhere on the agenda.

6. To Receive Minutes of Committees

- 6.1. Finance Committee
- Meeting Dated 14th February 2023 **Appendix A**
- 6.2. Planning Committee
- Meeting Dated 28th February 2023 **Appendix B**
 - Meeting Dated 14th March 2023 **Appendix C**
 - Meeting dated 28th March 2023 **Appendix D**
 - Meeting dated 18th April 2023 **Appendix E**
- 6.3. Traffic Management and Pedestrian Safety Committee
- Meeting Dated 21st February 2023 **Appendix F**

7. Consideration of the recommendations made by a committee

None.

8. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

- 8.1. To Approve the Scheme of Delegation **Appendix G**

9. Review of the terms of reference for committees **Appendix H**

10. Appointment of members to existing committees **Appendix H**

- 10.1. To appoint members to the Planning Committee
- 10.2. To appoint members to the Staffing Committee
- 10.3. To appoint members to the Traffic Management; Parking & Pedestrian Safety Committee
- 10.4. To appoint members to the Finance Committee
- 10.5. To appoint members to the Media & Communications Committee
- 10.6. To appoint members to the Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group
- 10.7. To appoint members to the Community Play Events Working Group
- 10.8. To appoint members to the Public Spaces Review Working Ground or disband, as no longer required.
- 10.9. To appoint members to the Public Spaces Signs Committee
- 10.10. To appoint members to the Public Spaces Sheepcot Pavilion Committee
- 10.11. To appoint members to the Public Spaces Playgrounds Committee
- 10.12. To appoint one member to the Gap Festival Committee
- 10.13. To appoint members to the Goring Poor Allotment Charity
- 10.14. To appoint one member to the Goring Volunteer Trust
- 10.15. To appoint one member to Streatley with Goring Dementia Action Forum
- 10.16. To appoint one member to the Twinning Association.
- 10.17. To appoint one member to the Village Hall Committee

11. Appointment of any new committees in accordance with standing order 4

None Proposed.

12. Review and adoption of appropriate standing orders and financial regulations

- 12.1. To approve and adopt new Standing Orders, updated using the April 2022 version of the NALC Model Standing Orders **Appendix I**
- 12.2. To review and approve suitable for use the existing Financial Regulations **Appendix J**
- 12.3. To review and approve suitable for use the existing Code of Conduct **Appendix K**

13. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- 13.1. To note the Street Light Maintenance Contract and Energy Supply contracts and approve delegating to the Clerk to seek quotes, or tenders as applicable to present to the Council at a future meeting.

14. Review of representation on or work with external bodies and arrangements for reporting back

- 14.1. To consider Councillors Responsibilities **Appendix L**

15. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence

Appendix M

- 15.1. To note the Council meets conditions of eligibility for General Powers of Competence, that being more than 2/3 of Councillors were elected, and the Proper Officer of the Council holds the CiLCA qualification.
- 15.2. Members are asked to review the General Power of Competence report as submitted and make the following resolution: "Goring-on-Thames Parish Council resolves from 15th May 2023 until the next relevant Annual Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence"

16. Review of inventory of land and other assets including buildings and office equipment

- 16.1. To review and approve the Asset Register **Appendix N**

17. Confirmation of arrangements for insurance cover in respect of all insurable risks

Appendix O

- 17.1. To confirm the arrangements for insurance cover in respect of all insurable risks
- 17.2. To note the Council is in the final year of a Long-Term Agreement, approve the Clerk should seek quotes to be brought to the full Council for consideration.
- 17.3. To approve seeking formal insurance valuation for all Council Property to ensure adequate cover, budget £1000.

18. Review of the Council's and/or staff subscriptions to other bodies

Appendix P

19. Review of the Council's complaints procedure

Appendix Q

20. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)

Appendix R

21. Review of the Council’s policy for dealing with the press/media

21.1. To approve updated Communications & Media Policy

Appendix S

22. Review of the Council’s employment policies and procedures

22.1. To approve delegating this item to the Staffing Committee.

23. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

23.1. To note, no formal record of expenditure under General Power of Competence has been made, it is the “*power of first resort*” and therefore it can be considered that all spend has been made under General Powers of Competence.

24. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

24.1. Regular Full Council Meetings, Goring Village Hall, 7:30pm.

10th July; 11th Sept; 13th Nov; 08th Jan; 11th March; 13th May 2023 – ACM

The following items are not required by the Standing Orders in the Annual Meeting of the Council.

25. Neighbourhood Plan

25.1. To note the Neighbourhood Plan should also be monitored at the Annual Meeting of the Council, and approve moving this to the September meeting to allow sufficient time to prepare a report.

26. End of Year Finance 2022-2023

Appendix T

26.1. To note the reconciled bank accounts as of 31st March 2023.

26.2. To approve the annual accounts for 2022/2023, including:

- variances report
- reserves balances
- budget variations
- cash and investment reconciliation – Balance Sheet
- adjustments
- reconciliation of Box 7 and Box 8

26.3. To receive the Internal Audit report, consider recommendations and agree actions.

26.4. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2022/2023

26.5. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2022/2023

26.6. To approve the dates for the public rights of inspection: 5th June – 14th July 2022, being 30 working days including the first 10 working days of July.

27. To approve updated versions of the following for the Financial Year 2023-2024

- 27.1. To approve updated Reserves Policy **Appendix U**
- 27.2. To approve updated Financial Risk Assessment Policy **Appendix V**
- 27.3. To approve updated Internal Controls Statement **Appendix W**
Including approving to appoint Jane Olds as Internal Auditor for the 2023/2024 FY.
- 27.4. To approve updated effectiveness of Internal Audit document **Appendix X**
And approve Terms of Reference for the Internal Audit

28. To receive Clerk's Report **Appendix Y**

- 28.1. To receive a report on the Coronation Picnic
- 28.2. To approve Jubilee Garden Edging Budget £1500 and long term care Annual Budget £1000
- 28.3. To approve signing the Civility and respect pledge – at the request of the Internal auditor.

29. To receive Assistant Clerk's Report on the Burial Ground **Appendix Z**

- 29.1. To receive a summary of recent training and proposed burial ground regulations update
- 29.2. To approve Memorial Bench application for Gardiner Recreation Ground
- 29.3. To approve updated Burial Ground Regulations, including updated forms, new forms and memorial bench plan.
- 29.4. To approve article regarding upcoming inspections and updating contact details and ask GGN and Genie to post
- 29.5. To approve purchase of ground anchors for all benches without at the Burial Ground, budget £100 per bench, to include fitting. Estimate this is applicable to not more than 5 benches, monies to be taken from WHBG EMR.
- 29.6. To approve repair patches to WHBG Driveway, Budget £200, including future repairs this year.

30. To note the decisions of the Monitoring Officer with Regard to Code of Conduct Complaints

- 30.1. March 2023: Allegations against Cllr D Brooker of breaches of the code of conduct
Matter CLOSED: "...the monitoring officer had decided not to investigate the matter further."

31. To receive reports from District and County Councillors

- 31.1. Oxfordshire County Councillor: F Van Mierlo **Appendix AA**
- 31.2. Oxfordshire County Councillor: K Bulmer **Appendix AB**
- 31.3. South Oxfordshire District Councillor: M Filipova-Rivers **Appendix AC**

32. To receive Items of Correspondence and agree actions arising. **Appendix AD**

- 32.1 Proposal from MIGGS re Readibus (received too late to be included in the agenda as an item)

33. Matters for future discussion.

34. To agree list of items from this meeting to be submitted to the Goring Gap News as a Parish Council Update.