21st May 2021

Dear Councillor,

You are summoned to attend a meeting for Blackbird Leys Parish Council on Tuesday 25th May 2021 at 7.00pm, due to reduced capacity please contact the clerk to advise if you wish to attend.

**Meeting ID: 851 2389 7824**

**Password: 975114**

The press and public are welcome to attend.

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.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The meeting will be recorded for the purpose of minute taking, in accordance with our Standing Orders. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Yours sincerely

Parish Clerk

**AGENDA - Annual Meeting of the Council**

1. **Apologies**To be received.
2. **Declarations of Interest & Applications for Dispensation**   
   To receive any Declarations of Interest.
3. **Minutes of the previous meetings**

To confirm as a true record the minutes of the full parish council meeting held Tuesday 27th April 2021.

1. **Election of the Chairman**
   1. To elect a chairman and receive their ‘acceptance of office’ form.
   2. To agree a date for the ‘Annual Meeting of the Parish 2022’

1. **Election of the Vice-Chairman**
   1. To elect a vice-chairman receive their ‘acceptance of office’ form.
   2. To agree for the monthly property inspection to be carried, and reported back.
2. **Public Participation**

*Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*

* 1. Agnes Smith – Emergency Covid-19 Fund Request.

1. **Planning Committee**
2. To review members and to elect the following roles -
3. Planning Committee Chairman
4. Vice Planning Committee Chairman
5. Planning Committee minute-taker
6. To review and agree the terms of reference.
7. To agree to move the planning committee meeting date to the second Tuesday of the month, or propose another date and time.
8. **Policies, Procedure and Document review**

To receive/review and adopt the following -

* 1. Risk Assessment.
  2. Asset Register.
  3. Standing Orders 2018
  4. Financial Regulations 2019
  5. The draft ‘Complaints Procedure’ policy.
  6. The draft ‘Vexatious Complaints ‘policy.
  7. The draft ‘Internal Audit Review of Effectiveness’ form.
  8. The Representative’s Protocol.
  9. The ‘Freedom of Information Act ‘policy.

1. **Risk Mitigation** 
   1. To appoint additional bank signatories.
   2. To agree to open a bank account with ‘Unity Bank’.
   3. To agree for the chairman’s allowance to be paid by standing order.
   4. To approve the continuation of the clerks salary to be paid by standing order.
2. **Year End Audit figures 2020-21 (AGAR Figures)**

To review and approve the following -

* 1. Internal Audit Report
  2. Governance Statement
  3. Signed Accounting Statement
  4. Clerk to advise of issue regarding Electors Notice Dates from last year.
  5. Clerk to confirm the dates of the Electors Notice for this year.

1. **Financial Matters** 
   1. Internal Financial Controller to confirm review of invoices against cashbook.
   2. To agree the cashbook payments for May 2021.
   3. To agree for the clerk to attend training to accompany the CILCA qualification.
   4. To elect the Internal Financial Controller for 2021-2022.
   5. Clerk to advice payment of £16.12 to be paid directly to HMRC due to overpayment.
2. **Last month’s co-option**

Clerk to advise Cllr Hall has been allocated to Blackbird Leys Ward, and will be joining the grants working group.

1. **To receive Councillor Reports**
   1. Parish Councillors.
   2. City County Councillors.
   3. County Councillors.
2. **To propose items for the next agenda**

1. **Date for the Next Meetings**
2. PlanningCommittee – TBA June 2021.
3. Full Parish Council – Tuesday 29th May 2021.