

## HINTON WALDRIST PARISH COUNCIL

Clerk: Mrs Allison Leigh, 26 Eaton, Abingdon, Oxfordshire, OX13 5PR  
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**You are summoned as Members of Hinton Waldrist Parish Council  
to the Parish Council Meeting which will be held in the Village Hall  
at 7pm on the 7th October 2024**

***By Allison Leigh – Parish Clerk***

### AGENDA

**24/60: Apologies for absence:** To receive apologies for absence

**24/61: Declarations of Interest**

**24/62: Public questions and statements:** Time is available for the public to express a view or ask a question on relevant matters on the following agenda. The public is welcome to stay and observe the rest of the meeting. Members of the public wishing to speak should notify the Clerk in advance. Time given is 10 minutes in total. At the discretion of the Chairman, this may take place at any stage of the meeting.

**24/63: Minutes of the last meeting:** To authorise the signing of the minutes of the meeting of the 20<sup>th</sup> August 2024 as true record of the meeting.

**24/64: Reports from County and District Councillors:** To receive their reports and to consider any actions required.

**24/65: Standing Orders:** To consider the edited Standing Orders

**24/66: Internal Audit:** To consider the following actions from the Internal Auditor:

- **Staffing:** To consider a Staffing Committee to consider the following:
  - Employee contract
  - Employee appraisal
  - Disciplinary and grievance policy
- **Policies:**
  - Updated Financial Regulations
  - Complaints
  - Training and development
  - Equality and diversity: To consider the draft policy
  - Lone working
  - Document retention: To consider the draft policy
  - Freedom of Information (FOI) publication scheme: To consider the draft policy
- **Other**
  - Follow up with Unity re bank signatories
  - Consider earmarked reserves for future asset replacement

- **Training:** To consider any training courses requested
- **Civility and Respect Pledge:** To note the pledge has been adopted as in on the website

**24/67: Finance:**

- To review the Finance Report and consider payments

*Payments to be authorised*

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Item</u>
23/9/24	HMRC	21.77	PAYE
23/9/24	HMRC	5.00	PAYE
30/9/24	Allison Leigh	139.70	Clerk salary
7/10/24	Allison Leigh	61.00	Clerk expenses
7/10/24	HW Village Hall	20.00	Room hire

*Receipts since the last meeting*

<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Item</u>
5/9/24	Vale of White Horse District Council	2,200.00	Precept – 2 <sup>nd</sup> half

- Budget against spend:** To review the budget against spend from 1/4/24 – 30/9/24

- Insurance renewal:** To consider the insurance quotes

**24/68: Planning:** To consider the following planning application:

Planning decisions:  
P24/V0894/HH  
12 Priors Lane  
Hinton Waldrist SN7 8RX  
Permission granted.

**24/69: Oxfordshire Councils Charter:** To consider adopting the Oxfordshire Councils Charter

**24/70: Publications and correspondence:** Relevant information has been sent to Council members by email.

**24/71: Matters for report:** To raise matters for discussion without decision or items for next meeting.

**24/72: Date of the next meeting:** To confirm the date of the next Parish Council meeting.